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SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 11-502,
VOLUME 2**



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Flying Operations

**SMALL UNMANNED AIRCRAFT
SYSTEMS
STANDARDIZATION/EVALUATION
PROGRAM**

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This instruction implements Air Force Policy Directive (AFPD) 10-9, *Lead Command Designation and Responsibilities for Weapon Systems* and AFPD 11-5, *Small Unmanned Aircraft Systems (SUAS) Rules, Procedures, and Service*. It establishes the Standardization/Evaluation (Stan/Eval) Program for SUAS operations by Air Force military and civilian personnel, personnel of other services and foreign personnel assigned or attached to United States Air Force (USAF) units, and contracted Small Unmanned Aircraft Systems-Operators (SUAS-Os) as stipulated in contracts. This publication applies to the Air Force Reserve Command (AFRC) and the Air National Guard (ANG). This AFI may be supplemented at any level, but all supplements shall be routed to AF/A3OS for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through MAJCOM IAW AFI 11-215, *USAF Flight Manuals Program (FMP)*. The authorities to waive wing/unit level requirements in this publication are identified with a tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the tier numbers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS). This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 USC 8013, Secretary of the Air Force; Public Law 92-204,

Appropriations Act for 1973; Section 715 Public Law 93-570, Appropriations Act for 1974; and Executive Order 9397 (SSN) as amended by Executive Order 13478, Amendments to Executive Order 937 Relating to Federal Agency Use of Social Security Numbers, November 18, 2008.

SUMMARY OF CHANGES

This document has been substantially revised and shall be thoroughly reviewed. Major changes include a change to key definitions, updates to attachments, formatting changes, deletion of duplicative information, and removes the grade requirement for selection as SUAS evaluator. Added requirements for training and certification of SUAS-E (**Paragraph 4.3.3**) Added procedures for AF Form 4348 (**Paragraph 7.5**) and the Flight Evaluation Folder (FEF) (**Paragraph 7.7**).

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Chapter 1

PURPOSE

1.1. SUAS-O Standardization/Evaluation Program. The SUAS-O Standardization/Evaluation (Stan/Eval) program is designed to ensure a high degree of effectiveness in accomplishing the mission of the SUAS force. This shall be achieved by command supervision, employment of standard SUAS-O tasks, use of standard publications, and maintenance of a disciplined SUAS-O force by administration of frequent tests and flight evaluations. The purpose of the SUAS-O Stan/Eval Program is to provide commanders a tool to validate mission readiness and evaluate the effectiveness of individual SUAS-Os to include qualifications and capabilities. All Stan/Eval procedures for Group 1 Unmanned Aircraft System (UAS) are consolidated into AFI 11-5GP1-SUAS, Volume 2 as the Group 1 Mission, Design, Series (MDS)-specific AFI. Each Group 2 and 3 UAS shall have an AFI 115MDS, Volume 2.

1.2. Objectives. Specific program objectives are to:

- 1.2.1. Provide a system to assess and document individual SUAS-O proficiency and the capability to accomplish assigned tasks.
- 1.2.2. Develop and ensure standardization of operational procedures for SUAS employment.
- 1.2.3. Ensure compliance with appropriate operational, training, and administrative directives.
- 1.2.4. Evaluate and revise operational directives, procedures, and techniques as required.
- 1.2.5. Recognize trends and recommend/initiate changes to training programs and directives.

1.3. Waiver Authority. Unless otherwise specified, AF/A35 is the waiver authority for this instruction. Waivers to the basic guidance in this instruction shall be requested through Stan/Eval channels to MAJCOM/A3 or equivalent level IAW AFI 11-215. MAJCOM/A3s shall forward request in message or memo format to HAF/A3OS, with a copy to HQ AFSOC/A3V. Waivers to supplemental guidance shall be approved by the MAJCOM agency that generated the supplement. Unless otherwise specified, waivers to this Instruction shall be valid for a period of 12 months from approval date. Units assigned, attached, or under operational control of a geographic combatant command shall request waivers through the Commander Air Force Forces (COMAFFOR) who may approve, disapprove, or forward to AF/A3OS for resolution, with a copy to HQ AFSOC/A3V (**Exception:** Air Force Material command (AFMC) is not required to send a copy to HQ AFSOC/A3V). (T-2).

1.4. Key Definitions:

- 1.4.1. "Shall" indicates a mandatory requirement.
- 1.4.2. "Should" indicates a recommended procedure that is required, if practical.
- 1.4.3. "May" indicates an acceptable or suggested means of accomplishment.

Chapter 2

HIGHER HEADQUARTERS SUAS STAN/EVAL FUNCTIONS AND ORGANIZATION

2.1. Responsibilities:

2.1.1. HAF/A3.

2.1.1.1. Set policy and guide the conduct and execution of the SUAS Stan/Eval program.

2.1.1.2. Delegate office of primary responsibility (OPR) for this instruction to HAF/A3OS.

2.1.1.3. Delegate office of collateral responsibility (OCR) for this instruction to HQ AFSOC/A3V.

2.1.2. HAF/A3OS.

2.1.2.1. Review and maintain this instruction.

2.1.2.2. Maintain liaison with Air Staff organizations, MAJCOMs, and appropriate career field managers to ensure compliance by all SUAS personnel.

2.1.2.3. Coordinate with Air Staff organizations and MAJCOM Stan/Eval functions to ensure guidance in separate AFIs conforms to and complies with basic Air Force policy guidance contained in this instruction.

2.2. Major Commands.

2.2.1. General.

2.2.1.1. MAJCOM/A3s (or equivalent) are responsible for setting policy and establishing administrative processes. Lower echelons of command are primarily responsible for the flying and evaluation functions.

2.2.1.2. MAJCOM/Stan/Eval ensures MAJCOM policies, guidance and supplements are adequate and comply with the guidance and intent of this Instruction. In the absence of a Numbered Air Force (NAF) SUAS Stan/Eval function, assume responsibilities listed in **Paragraph 2.3**

2.2.1.3. MAJCOM staffs may fly SUAS to maintain currency and qualification.

2.2.1.4. Direct Reporting Units (DRUs) and the ANG are considered MAJCOMs for the purposes of this instruction.

2.2.2. Lead Command (AFSOC).

2.2.2.1. In coordination with using commands, develop and manage the AFI 11-5MDS, Volume 2, *Operator Evaluation Criteria*. AFI 11-5MDS, Volume 2 shall not be less restrictive than this AFI. **Exception:** AFMC shall publish evaluation criteria for flight test operations in AFI 11-5FT, Volume 2.

2.2.2.2. Review, update and distribute UAS MDS-Specific Master Question Files (MQFs) to using commands. Using commands shall coordinate on submissions to correct deficiencies and update questions in AFI 11-5MDS MQFs using AF Form 847.

2.2.2.3. Convene conferences and working groups, as necessary, to review and improve command SUAS Stan/Eval policies and procedures.

2.2.2.4. Monitor and review MAJCOM supplements to this AFI to ensure MAJCOMs comply with basic policy guidance in this instruction.

2.2.3. Using Command.

2.2.3.1. Supplement this Instruction, as necessary. Additional forms shall comply with AFI 33360, *Publications and Forms Management*. AFRC and ANG shall provide information to be included as part of the gaining active duty MAJCOM supplement to this Instruction.

2.2.3.2. Provide staff coordination and control of all Flight Crew Information File (FCIF) items issued from the MAJCOM.

2.2.3.3. Assist lead command with review, update and distribution of AFI 11-5MDS MQFs.

2.2.3.4. Coordinate and process all AF Forms 847 IAW AFI 11-215.

2.2.3.5. Coordinate on operational procedures, evaluation criteria and guidance in conjunction with AFSOC and other using commands operating like systems.

2.2.3.6. Ensure flight publications, operator manuals, and technical orders are updated and maintained.

2.2.3.7. Coordinate with safety offices and agencies to assist in evaluation of SUAS mishaps, as requested, and to determine appropriate corrective actions.

2.2.3.8. In the absence of a Numbered Air Force (NAF) Stan/Eval function, assume responsibilities listed in [Paragraph 2.3](#)

2.2.3.9. Observe/augment NAF Stan/Eval visits when feasible.

2.2.3.10. When feasible, observe execution of unit missions and provide feedback.

2.2.4. Augmentation. MAJCOMs may use augmentees from other MAJCOMs to support or conduct cross-command Stan/Eval program reviews. When mutually agreed, SUAS-O flight evaluations may also be conducted. Evaluation criteria shall be IAW the appropriate AFI 11-5MDS, Volume 2 as supplemented by the supported MAJCOM.

2.3. Numbered Air Forces (NAF).

2.3.1. Functions. The NAF Stan/Eval function shall:

2.3.1.1. Maintain oversight of evaluation functions in lower echelon units, in gained units, and in AFRC/ANG units for which oversight responsibility is assigned.

2.3.1.2. Conduct Stan/Eval visits IAW MAJCOM supplements/directives.

2.3.1.3. Coordinate and process AF Forms 847 IAW AFI 11-215.

2.3.1.4. Provide staff coordination and control of all Flight Crew Information File (FCIF) items issued from the NAF IAW [Paragraph 8.1](#)

2.3.1.5. Provide qualified Small UAS Evaluators (SUAS-E) to augment other MAJCOM and NAF agencies when requested IAW [Paragraph 2.3.2](#)

2.3.1.6. Administer periodic flight evaluations, when practical, to SUAS-Es in lower echelon units, in gained units, and in AFRC/ANG units for which oversight responsibility is assigned.

2.3.1.7. Observe execution of unit missions and provide feedback when feasible.

2.3.1.8. Review and coordinate on subordinate unit supplements to operational procedures, flying guidance and this Instruction.

2.3.1.9. Review subordinate unit Stan/Eval Board (SEB) minutes and, at a minimum, address any action items requiring Higher Headquarters (HHQ) assistance.

2.3.1.10. Assist MAJCOMs in the creation, review, updating and distribution of required MQFs. NAFs shall coordinate on unit submissions to correct deficiencies to MQFs. Utilize AF Form 847.

2.3.2. Augmentation. Each NAF may use qualified augmentees from other NAFs to support or conduct Stan/Eval evaluations and inspections with concurrence of all the NAF Stan/Eval organizations involved.

2.4. Stan/Eval Visits. HHQ Stan/Eval staffs shall visit units during the administration of the appropriate Aircrew Standardization/Evaluation Visit (ASEV) schedule, Staff Assistance Visits (SAVs), or in an informal capacity, as specified in MAJCOM supplements.

Chapter 3

UNIT SUAS STAN/EVAL FUNCTIONS AND ORGANIZATION

3.1. Scope. Units employing SUAS and parent group headquarters are required to establish a Stan/Eval function (T-1). Where there is no parent group headquarters, units or detachments shall assume the duties listed for groups, NAF, MAJCOM etc.

3.2. Group. The conduct of the unit-level Stan/Eval program is directed by the group commander (T-1).

3.2.1. Group Commander Responsibilities (T-2).

- 3.2.1.1. Establish and provide manpower to staff a Stan/Eval function.
- 3.2.1.2. Ensure materials provided for mission planning are accurate and current.
- 3.2.1.3. Provide a suitable Stan/Eval testing area.
- 3.2.1.4. Direct evaluations to maintain a quality SUAS-O force.
- 3.2.1.5. Direct supplementary evaluations.
- 3.2.1.6. Chair and determine the composition of a Stan/Eval Board (SEB).
- 3.2.1.7. Designate Chief of Stan/Eval.
- 3.2.1.8. Designate a group SUAS-E.

3.2.2. Group Stan/Eval Organization. Group Stan/Eval staff shall consist of the Chief of Stan/Eval and at least one SUAS-E (T-2). The group commander may designate a SUAS-E to perform the duties of Chief of Stan/Eval. A single SUAS-E may be responsible for all types of Group 1 UAS. Due to system complexity and number of crew positions, each type of Group 2 and 3 UAS should have a dedicated SUAS-E.

3.2.2.1. When necessary to meet unique unit requirements, group commanders may designate additional SUAS-Es or designate SUAS-Es who are not assigned to the group headquarters. Notify the MAJCOM by recording such designation in the SEB minutes IAW [Attachment 5](#).

3.2.2.2. The group commander may designate Standardization/Evaluation Liaison Officers (SELOs) to assist group evaluators in administrative Stan/Eval duties.

3.2.2.3. At the discretion of the group commander, group and subordinate unit Stan/Eval programs may be combined.

3.2.2.4. The SUAS-E shall be a qualified evaluator in a unit SUAS (T-2). The SUAS-E manages the unit SUAS Stan/Eval program. This may be an additional duty providing the Stan/Eval responsibilities are not compromised. **Exception:** For units undergoing SUAS conversion, the SUAS-E may be qualified in the SUAS to which the unit is converting, even if none are yet assigned.

3.2.2.5. Establish procedures for review and quality control of AF Forms 8, *Certificate of Aircrew Qualification*. (T-2).

3.2.2.6. Establish procedures to maintain and review unit FEFs (T-2). Document these procedures in the unit supplement to this instruction (T-2).

3.2.2.7. Establish procedures for the SUAS-O Examination Program according to **Chapter 6** of this Instruction (T-2). Document SUAS-O Examination Program in the unit supplement to this Instruction (T-2).

3.2.2.8. Establish and maintain a trend analysis program IAW **Paragraph 8.6.** (T-2).

3.2.2.8.1. Scope shall include trend analysis of all evaluations.

3.2.2.8.2. For units with more than one type of unmanned aircraft, combine discrepancies common to all SUAS or SUAS-Os to determine trends (e.g., loss-of-link procedures).

3.2.2.8.3. For Formal Training Units (FTUs), maintain separate trend data for students and qualified/instructor crews.

3.2.2.8.4. When trends are noted, recommend corrective action and assign an OPR/Office of Collateral Responsibility (OCR); report trends and status to the commander during the SEB until closed. The Group SUAS-E shall publish and define the trend analysis program in the unit supplement to this Instruction and maintain trend data for at least one year.

3.2.2.9. Conduct Supplementary Evaluations as directed (T-2).

3.2.2.10. Conduct a SEB and publish minutes IAW the minimum outline of this Instruction, **Attachment 5**, and guidance in the MAJCOM supplement to this Instruction (T-2).

3.2.2.11. Establish, monitor, and maintain the unit FCIF program (T-2).

3.2.2.12. Establish procedures to manage the flight publications program (T-2).

3.2.2.13. Process AF Forms 847 IAW AFI 11-215. Forward endorsements for all approved AF Forms 847 to parent NAF Stan/Eval function or parent MAJCOM Stan/Eval function if a NAF Stan/Eval does not exist (T-2).

3.2.2.14. Publish a unit supplement of procedures for the implementation of this Instruction (T2).

3.3. Unit/Detachment. The commander is directly responsible to the group commander for the conduct of the Stan/Eval program.

3.3.1. Commander Responsibilities (T-2):

3.3.1.1. Direct evaluations as required to maintain a quality SUAS-O force.

3.3.1.2. Direct supplementary evaluations as needed (request assistance from group Stan/Eval if necessary).

3.3.1.3. Designate a unit SUAS-E. This may be an additional duty providing SUAS-E duties are not compromised.

3.3.1.4. Annotate all attached HHQ and attached unit flight evaluators in the unit letter of certification and record attachment in SEB minutes IAW **Attachment 5**.

3.3.1.5. Attend as many evaluation debriefings as practical.

3.3.1.6. May designate Standardization/Evaluation Liaison Officers (SELOs) to assist in administrative Stan/Eval duties.

3.3.2. SUAS-E Responsibilities. (T-2). The SUAS-E manages the unit's SUAS Stan/Eval program and shall :

3.3.2.1. Conduct flight evaluations and emergency procedures evaluations (EPE).

3.3.2.2. Maintain FEFs using the Small Unmanned Aircraft Systems Manager (SUASMAN) application. **Exception:** AFMC is not required to use SUASMAN for flight test operations only.

3.3.2.3. Assist the group SUAS-E in managing the trends program.

3.3.2.4. Implement Stan/Eval SUAS-O examination program IAW published procedures.

3.3.2.5. Recommend changes to applicable publications using AF Form 847 IAW AFI 11215.

3.3.2.6. Implement the flight publications program and ensuring compliance with the unit FCIF program.

3.3.2.7. Ensure proper completion, routing, and filing of AF Forms 8.

3.3.2.8. Advise unit leadership of SUAS-O progression toward completion of requisites and flight evaluations.

3.3.3. Unit/Detachment Stan/Eval Organization.

3.3.3.1. The SUAS-E shall be qualified in a unit SUAS (T-3). This requirement can be waived with group commander approval and notification to the MAJCOM. Record waiver in SEB minutes IAW [Attachment 5](#).

3.3.3.2. Unit Stan/Eval manning shall be as directed by the MAJCOM supplement to this Instruction. (T-2).

3.3.3.3. Unit SUAS-E should be assigned to the unit. With group commander approval, the unit may designate SUAS-Es who are not assigned to the unit when necessary to meet unique unit requirements. Notify the MAJCOM by recording such designation in the SEB minutes IAW [Attachment 5](#) (T-2).

Chapter 4

SUAS EVALUATORS

4.1. General. The evaluation portion of the SUAS Stan/Eval Program is administered by SUAS-Es at MAJCOM and unit levels. **Exception:** For flight test operations, AFMC shall establish training and certification criteria IAW AFI 11-5FT, Volume 2.

4.2. Selection.

4.2.1. Select SUAS-Es from the most highly qualified and experienced SUAS-Is. (T-2).

4.2.2. The chief of the MAJCOM Stan/Eval function shall designate in writing all HHQ assigned SUAS-Es. A copy of the designation letter will be sent to all units where HHQ SUAS-Es are attached to fly.

4.2.3. Group and unit commanders shall each select, and designate in writing, a SUAS-E (T-2).

4.3. Requirements. The SUAS-E position is a certification, not a qualification. Refer to MAJCOM supplements to this volume for specific guidance.

4.3.1. SUAS-Es shall meet the same criteria as instructors. (T-2). Additionally, they shall have expert knowledge of all applicable instructions and should set exemplary standards during evaluations. (T-2).

4.3.2. SUAS-Es shall be trained and certified IAW this chapter (including MAJCOM supplement). (T-2). SUAS-Es shall be instructor qualified in a given event prior to acting as an evaluator in that event. (T-2). Certified evaluators who subsequently add special mission instructor or other instructor qualifications are automatically certified to evaluate these new qualifications.

4.3.3. Minimum training requirements for SUAS-Es. (T-2).

4.3.3.1. Prior to being certified as a SUAS-E the candidate shall demonstrate thorough knowledge and understanding of Stan/Eval requirements and processes, to include the use and completion of forms addressed in this instruction, AFI 11-5MDS, Volume 2, MAJCOM and unit supplements.

4.3.3.2. The candidate shall first observe an evaluation given by a SUAS-E and then administer an evaluation while under the supervision of a SUAS-E to include briefing/debriefing and forms completion. Upon completion, the SUAS-E shall recommend the candidate to the unit commander for certification as a SUAS-E.

4.4. Functions. SUAS-Es (T-2):

4.4.1. Conduct SUAS-O evaluations IAW **Chapter 5** and document IAW **Chapter 7**.

4.4.2. Maintain qualification as instructors.

4.4.3. Maintain Mission Ready (MR) status as defined in AFI 11-5MDS, Volume 1. **Exceptions:** SUAS-Es assigned to MAJCOM headquarters, DRU organizations (including United States Air Force Academy (USAFA) cadets) and MAJCOM-designated units shall maintain at least Basic Aircraft Qualified (BAQ) status.

4.4.4. Administer evaluations only within their specialty system and only evaluate those missions in which they maintain qualification. **Exception:** SPOT evaluations and where specifically authorized in AFI 11-5MDS, Volume 2. MAJCOMs may establish procedures for SUAS-Es to administer evaluations outside of NAF/unit.

4.4.5. Conduct a thorough pre-mission briefing for the examinee and applicable crew members on all aspects of the evaluation. Explain the purpose of the evaluation and how it will be conducted. The examinee shall accomplish all mission planning.

4.4.6. Conduct a thorough post-mission debriefing for the examinee and applicable operators on all aspects of the evaluation. Thoroughly critique all aspects of the flight. During the critique, the SUAS-E shall review the evaluatee's overall rating, specific deviations, area grades assigned (if other than qualified), and any required additional training.

4.4.7. Immediately correct breaches of flying safety or flight discipline during an evaluation. If this situation occurs, the SUAS-E shall also debrief unit leadership, as designated in the unit supplement, and document the deviation on the AF Form 8 IAW [Chapter 7](#).

4.4.8. Immediately notify the examinee's unit commander whenever Qualification Level 2 or 3 ("Q-2" or "Q-3") performance is observed.

4.4.9. Shall not administer evaluations outside of their MAJCOM unless specifically requested by the MAJCOM Stan/Eval organization of the examinee and approved by the MAJCOM Stan/Eval organization of the SUAS-E.

4.4.10. In order to ensure the most comprehensive evaluation, SUAS-E should not perform primary SUAS-O duties during evaluations. **Exceptions:** Evaluatee failure during the qualification phase, evaluatee completion of the qualification phase, or SUAS-E currency requirements.

Chapter 5

SUAS EVALUATIONS

5.1. General. The SUAS Stan/Eval Program utilizes qualification evaluations to ensure qualification of SUAS-Os and supplementary evaluations to ensure standardization of operations. SUAS-O qualification evaluations are administered periodically and documented on AF Form 8, *Certification of Aircrew Qualification* IAW **Chapter 7**.

5.2. Categories. Qualification evaluations are divided into the following categories: Qualification (QUAL), Mission (MSN), Instructor (INSTR) and SPOT each consisting of two structured phases, ground and flight. Each phase requires the completion of requisite tasks. (T-2).

5.2.1. QUAL Evaluations. Ensure basic qualification in the SUAS and/or crew position. All SUAS-Os shall complete a periodic QUAL evaluation in their assigned SUAS, to include requisites, as specified in the applicable AFI 11-5MDS, Volume 2. (T-2). **Exception:** AFMC flight test and USAFA research operations – see AFI 11-5FT, Volume 2 for evaluation criteria.

5.2.2. MSN Evaluations. All SUAS-Os maintaining MR or Basic Mission Capable (BMC) status shall complete a periodic MSN evaluation that includes evaluation in their assigned SUAS, to include requisites, as specified in the applicable AFI 11-5MDS, Volume 2 (T-2). The MSN portion should reflect the type and difficulty of tasks required in the performance of normal operational and training sorties. The requirement for a MSN portion may be waived for those SUAS where performance of normal operational, test and training sorties involves tasks covered during the accomplishment of a basic QUAL evaluation as specified in AFI 11-5MDS, Volume 2.

5.2.3. INSTR Evaluations. Qualify SUAS-Os as instructors in their assigned SUAS by focusing primarily on the examinee's instructional ability. SUAS-Os obtaining or maintaining instructor qualification in a particular SUAS shall complete initial and periodic evaluations of instructional ability in that SUAS (T-2). Instructors are evaluated to the standards contained in AFI 11-5MDS, Volume 2. (T-2). **Exception:** AFMC flight test and USAFA research operations – see AFI 11-5FT, Volume 2 for evaluation criteria.

5.2.3.1. To initially qualify as an instructor in a particular SUAS, the member shall successfully complete an initial instructor (INIT INSTR) evaluation. (T-2). Candidate SUAS-I shall be qualified in all areas/sub-areas they shall instruct and are expected to meet the standards outlined in AFI 11-5MDS, Volume 2. (T-2). Instructor candidates shall be evaluated on instructor performance during a representative sample of maneuvers. (T-2). Instructors should have a solid understanding of systems, procedures, and techniques. Accomplish INIT INSTR evaluations on actual instructional missions whenever possible. When students are not available or mission requirements/crew composition requirements prevent inclusion of students, another crewmember or, as a last resort, the evaluator may serve as the student for the purpose of evaluating the examinee's instructional ability. (T-2).

5.2.3.2. Periodic evaluation of instructional ability shall be conducted during all subsequent periodic evaluations. (T-2).

5.2.3.3. If instructor qualification is lost in a SUAS it may be regained through an instructor requalification evaluation IAW **Paragraph 5.2.5.2.6** or as directed in the AFI 11-5MDS, Volume 1.

5.2.3.4. QUAL, MSN and INSTRUCTOR evaluations may be combined whenever possible.

5.2.4. SPOT Evaluations –Flight or Ground (Optional). A SPOT evaluation is used evaluate a specific event or requirement and is not intended to satisfy the requirements of a periodic evaluation (e.g., QUAL/MSN or INSTR). SPOT evaluations have no specific requisites or requirements, unless specified in MAJCOM supplements. An evaluation that begins as a SPOT evaluation may become (and be documented as) a required periodic evaluation if all required flight phase requirements are completed during the SPOT evaluation and the examinee subsequently completes all ground phase requirements for the evaluation within the periods described in **Paragraph 5.5.3**. Do not add on missions (flights) to complete the requirements for a periodic evaluation unless the group/unit commander concurs with the SUAS-O's desire to realign the evaluation expiration date and approves the additional flight time requirements. (T-3). Evaluations not listed in **Paragraphs 5.2.1- 5.2.3** shall be documented as SPOT evaluations (T-2). **Note:** When the SUAS-E administering a SPOT evaluation is not qualified in the same SUAS and same crew position of the examinee, the evaluation shall not be credited towards a periodic evaluation.

5.2.5. Qualification Evaluation Prefixes. The following prefixes shall be used, when applicable, to further describe the evaluations listed in **Paragraphs 5.2.1- 5.2.3** (T-2).

5.2.5.1. Initial (INIT). The first evaluation of any type for a crew position or instructor qualification in an SUAS type (e.g., INIT QUAL, INIT MSN, INIT INSTR).

5.2.5.2. Requalification (RQ). An evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, loss of currency exceeding six months (as specified in the applicable AFI 11-5MDS, Volume 1), a flight recheck following a failed periodic evaluation, or loss of qualification due to a commander-directed downgrade.

5.2.5.2.1. Expiration of a required periodic evaluation. The evaluation shall be IAW the guidance for that periodic evaluation. (T-2). The AF Form 8 description shall be documented with an RQ prefix.

5.2.5.2.2. When loss of qualification is due to loss of currency, the evaluation profile shall be as directed by the unit commander and shall include, as a minimum, those items for which the individual is non-current. (T-3). The AF Form 8 description shall be documented with RQ SPOT. (T-2).

5.2.5.2.3. When loss of qualification is for failure to pass a flight evaluation, the recheck evaluation shall be IAW the provisions of **Paragraph 5.6.1**. The flight evaluation form description shall be documented with an RQ prefix or RQ SPOT, as applicable. (T-2).

5.2.5.2.4. When loss of qualification is due to a commander-directed downgrade (see **Paragraph 7.4**), the evaluation profile shall be as directed by the commander. (T-3).

The AF Form 8 description shall be documented with an RQ prefix or RQ SPOT, as applicable. (T-2).

5.2.5.2.5. Do not use RQ to prefix a recheck following a failed INIT evaluation. No qualification was achieved, thus requalification is not possible. (T-2).

5.2.5.2.6. When requalification deals with instructor capability, the flight evaluation form description shall be documented with RQ INSTR (not RQ SPOT). (T-2).

5.2.5.3. No-Notice (N/N). A no-notice evaluation is one where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission. "Normal preparation" shall be defined in the MAJCOM/unit supplement. (T-2). The intent is to preclude extraordinary preparation for the mission.

5.2.5.3.1. The no-notice evaluation program provides commanders a sampling of daily SUAS-O performance and an assessment of unit training effectiveness.

5.2.5.3.2. An examinee may utilize a no-notice evaluation to update a QUAL/MSN evaluation expiration date provided all requirements for the evaluation are completed within the periods described in [Paragraph 5.5.3](#) (T-2).

5.2.5.4. Simulator (SIM). An evaluation where the flight phase requisite is conducted in a simulator as specified in AFI 11-5MDS, Volume 2. A SIM evaluation shall include system set-up, completion of checklist items up to launch, and tear down. (T-2).

5.2.5.5. Multiple Prefixes. More than one prefix may be used to describe an evaluation (e.g., N/N SIM SPOT). The applicability of any prefixes to portions of any combined evaluations and the purpose for any prefixes shall be explained under description on the AF Form 8. (T2).

5.3. Grading System. A two-tiered grading system is used to evaluate and document SUAS-O performance. On one level, individual scores are recorded for examinations and areas/subareas of SUAS-O performance are individually graded against established evaluation criteria. Performance less than fully qualified shall be documented. (T-2). On the second level, an overall qualification level is determined from the compilation of these individual scores/grades.

5.3.1. Area/Subarea Grades.

5.3.1.1. AFI 11-5MDS, Volume 2 establishes areas and subareas to be evaluated during emergency procedure and other evaluations to include the appropriate grading criteria for those areas/subareas. Areas/subareas shall have a two-level (Q/U) or three-level (Q/Q-/U) grading system. Discrepancies shall be documented against the listed subareas. (T2).

5.3.1.1.1. Q is the desired level of performance. The examinee demonstrated a satisfactory knowledge of all required information, performed SUAS-O duties within the prescribed tolerances, and accomplished the assigned mission.

5.3.1.1.2. Q- indicates the examinee is qualified to perform the assigned area/subarea tasks, but requires debriefing or additional training as determined by the SUAS-E or there were minor deviations from established standards that did not jeopardize mission accomplishment or flight safety.

5.3.1.1.3. U indicates a breach of flight discipline, performance outside allowable parameters or deviations from prescribed procedures/tolerances that adversely

affected mission accomplishment or compromised flight safety. An examinee receiving an area/subarea grade of U normally requires additional training. When, in the judgment of the SUAS-E, additional training will not constructively improve examinee's performance, it is not required. In this case, the SUAS-E shall thoroughly debrief the examinee. (T-2).

5.3.1.2. Remedial Action. All grades of Q- or less require action to remedy the discrepancy and/or deficiency in performance. Remedial action includes debriefing discrepancies and/or assignment of additional training. See [Paragraph 5.6](#) when discrepancies result in failure to pass a flight evaluation.

5.3.1.2.1. Debriefed Discrepancy. Remedial action accomplished during debrief of the evaluation wherein the SUAS-E provides briefing/instruction concerning the discrepancy and determines the examinee has gained the necessary knowledge or proficiency to remedy the discrepancy. The discrepancy area/subarea description is annotated with " Debriefed" in the Remarks section of the AF Form 8.

5.3.1.2.2. Additional Training. Any training recommended by a SUAS-E to remedy deficiencies identified during an evaluation.

5.3.1.2.2.1. Additional training may include self-study, ground instruction, use of a simulator, or flight instruction. To complete additional training, the examinee shall demonstrate attainment of satisfactory knowledge or proficiency. (T-2).

5.3.1.2.2.2. Additional training is documented in Item(s) Requiring Additional Training on the AF Form 8. Description of assigned additional training shall include how satisfactory knowledge or proficiency will be demonstrated to an evaluator or instructor. (T-2).

5.3.1.2.2.3. Due dates and dates on which additional training is completed shall be documented in the appropriate areas of the AF Form 8. (T-2).

5.3.1.2.2.4. The evaluator or instructor who completed the additional training shall sign and date verifying completion of all assigned training on the flight evaluation form in Item(s) Requiring Additional Training. (T-2).

5.3.1.2.2.5. Commanders shall ensure required additional training is completed. (T-2). Accomplish additional training by the last day of the third month following the date of the discrepancy, e.g., for an evaluation on 21 Jan 13, additional training shall be accomplished by 30 Apr 13. (T-2). If an SUAS-O exceeds the allotted time for completion of additional training, the unit commander shall review the situation and direct appropriate action. (T3). Document the circumstances with a Memorandum for Record (MFR) placed in the FEF of the affected individual. (T-2). Incorporate the information contained in the MFR onto the affected AF Form 8 under Remarks when action is complete, and remove the MFR from the FEF. (T-2). MFRs become a permanent part of the FEF only when the major discrepancy addressed by the MFR is *not* addressed or corrected by a later AF Form 8.

5.3.1.3. The SUAS-E shall grade the areas/subareas listed as "required" in the general and specific evaluation sections of the applicable AFI 11-5MDS, Volume 2. (T-2).

5.3.1.4. The SUAS-E shall grade any area/subarea observed during an evaluation if performance in that area/subarea impacts the specific evaluation accomplished or flight safety. (T-2).

5.3.1.5. Grading criteria tolerances assume smooth air and stable aircraft conditions.

5.3.1.6. Minor momentary deviations from grading criteria tolerances are acceptable, provided the examinee applies prompt corrective action and such deviations do not jeopardize flight safety. Consider cumulative deviations when determining the overall area/subarea grade.

5.3.1.7. The SUAS-E may further identify an area/sub-area as “Commendable” if, in the SUAS-E’s determination, the SUAS-O has demonstrated exceptional skill and knowledge in that particular area/sub-area. Document commendable areas in the examiner’s remarks section of the AF Form 8.

5.3.2. Qualification Levels. EPEs and overall evaluation performance are graded by qualification levels as follows:

5.3.2.1. Qualification Level 1 (Q-1). The SUAS-O demonstrated desired performance and knowledge of procedures, equipment and directives within tolerances specified in the grading criteria. This shall be awarded when no discrepancies were noted, and may be awarded when discrepancies are noted if:

5.3.2.1.1. The discrepancies resulted in no U grades being given in any area(s)/subarea(s).

5.3.2.1.2. In the judgment of the SUAS-E, none of the discrepancies preclude awarding of an overall Qualification Level 1.

5.3.2.1.3. All discrepancies noted during the evaluation were cleared during the debriefing of that evaluation.

5.3.2.2. Qualification Level 2 (Q-2). The SUAS-O demonstrated the ability to perform duties safely, but:

5.3.2.2.1. There were one or more area(s)/subarea(s) where additional training was assigned.

5.3.2.2.2. A non-critical area/subarea grade of U was awarded.

5.3.2.2.3. In the judgment of the SUAS-E, there is justification based on performance in one or several areas/subareas.

5.3.2.3. Qualification Level 3 (Q-3). The SUAS-O demonstrated an unacceptable level of safety, performance, or knowledge.

5.3.2.3.1. An area grade of U awarded in a critical area requires an overall Q-3 for the evaluation. **Note:** Airmanship, Flight Discipline, and Safety are considered critical areas for all SUAS-Os. Additionally, all emergency procedures are considered critical. If one critical area is graded U, then the overall grade for the evaluation shall be Q-3.

5.3.2.3.2. An overall Q-3 can be awarded if, in the judgment of the SUAS-E, there is justification based on performance in one or several areas/subareas.

5.3.2.4. Overall Qualification Levels.

5.3.2.4.1. The overall qualification level awarded on an evaluation is based on performance during both the flight and ground phases. An overall grade of Q-1 or Q-2 shall be awarded only after all evaluation requirements have been completed and given due consideration. (T-2). An overall grade of Q-3 may be awarded at any time.

5.3.2.4.2. To receive a qualified grade on an evaluation, the SUAS-O shall satisfy the criteria set forth in the applicable AFI 11-5 MDS, Volume 2 and demonstrate ability to operate the SUAS and/or equipment safely and effectively during all phases of an evaluation. (T-2).

5.3.2.4.3. Overall qualification grades shall be a cumulative process. While AFI 11-5MDS, Volume 2 guidance may dictate the highest grade for a flight or EPE based on area and subarea performance, SUAS-E judgment shall always be the determining factor in deciding the overall qualification level. (T-2). The SUAS-E shall consider performance on requisite examinations in assigning the overall qualification level. (T-2).

5.3.2.5. Exceptionally Qualified Designation. An exceptionally qualified designation may be awarded by the SUAS-E. The designation can only be applied to the total evaluation - not to separate requisites. The designation may be awarded when:

5.3.2.5.1. The SUAS-O has demonstrated exceptional skill and knowledge in all phases of the evaluation;

5.3.2.5.2. The SUAS-O has not failed any requisite and;

5.3.2.5.3. The SUAS-O received a qualified grade with no remedial action on all areas/subareas evaluated during emergency procedures and flight evaluations.

5.4. Evaluation Criteria. AFSOC/A3, in coordination with using commands, shall establish and maintain standardized QUAL, MSN, and INSTR evaluation criteria in the appropriate AFI 11-5MDS, Volume 2. AFSOC/A3V shall establish critical evaluation areas that, upon failure, would adversely affect the qualification of a SUAS-O. Critical areas include, but are not limited to, Airmanship, Flight Discipline, Safety, and all emergency procedures. Grade all critical areas as either Qualified (Q) or Unqualified (U). (T-2). Additional critical areas may be established in AFI 11-5MDS, Volume 2.

5.5. Requisites. These include both ground and flight phase items.

5.5.1. Ground Phase Requisites.

5.5.1.1. The ground phase for periodic SUAS-O evaluations includes requisites listed below. See [Chapter 6](#) for additional guidance on SUAS-O examinations.

5.5.1.1.1. QUAL Evaluations. Written closed book examination, Boldface/Critical Action Procedures (CAPs) examination / EPE (if applicable), and as specified in AFI 11-5MDS, Volume 2.

5.5.1.1.2. Scheduled periodic evaluations shall only be accomplished after written examinations are completed. (T-2).

5.5.1.2. Emergency Procedures Evaluations (EPE).

5.5.1.2.1. Scope. Evaluate a SUAS-O's knowledge of MDS-specific emergency procedures and systems knowledge for all QUAL evaluations; evaluate mission specific emergency procedures (if applicable) during MSN evaluations. (T-2).

5.5.1.2.2. Content and Administration. AFI 115MDS, Volume 2 shall specify contents of EPEs, grading areas to be evaluated, grading criteria and whether EPEs may be done during flight, in a simulator, or verbally.

5.5.1.2.2.1. A single EPE may be used for separate evaluations (e.g., a QUAL/MSN and INSTR evaluation).

5.5.1.2.2.2. The combined EPE shall be of a scope and duration to cover required areas and shall be within the requisite zone for each evaluation. (T-2).

5.5.1.2.3. Grading. Satisfactory performance for EPEs requires taking the proper action in the correct sequence, not a verbatim response. Each SUAS-O is responsible for the Boldface/CAPs applicable to their SUAS position. (T-2).

5.5.1.2.4. Additional Training. For an EPE requiring additional training, the SUAS-E shall indicate if the additional training shall be accomplished before next flight under restrictions in the Remarks block of the flight evaluation form. (T-2).

5.5.1.2.5. Boldface/CAPs Failure. An incorrect response to a Boldface/CAP situation during an EPE requires an unqualified (3) EPE grade. (T-2). A SUAS-O who receives a 3 grade as a result of Boldface/CAPs error shall not fly again until a successful reevaluation is accomplished. (T2).

5.5.1.2.6. Unqualified EPE. An examinee receiving an unqualified EPE grade (3) shall be placed on supervised status until a successful reevaluation is accomplished. (T-2).

5.5.2. Flight Phase Requisites. The flight phase for evaluations include execution in either the SUAS type or a suitable simulator profile that allows evaluation of SUAS-O performance as specified in AFI 11-5MDS, Volume 2. Evaluation profiles shall be realistic, reflect unit tasking, and incorporate current tactics applicable to the unit mission. (T-2). Profiles shall include mission planning, execution, and debrief. (T-3). If the assigned system is a multi-person operation, then the SUAS-O shall perform the mission in all qualified positions. (T-3). HQ AFSOC/A3T determines the approval criteria for simulators and other SUAS crew training devices.

5.5.3. Requisite Completion. One set of requisites may be used to satisfy the requirements of combined evaluations as defined in AFI 11-5MDS, Volume 2. Requisites from a completed evaluation may be used for subsequent evaluations provided they cover all required areas and are within the requisite zone for each evaluation. For all evaluations, accomplish requisites as follows:

5.5.3.1. In-the-Eligibility Period. For scheduled or no-notice periodic evaluations in the eligibility period, all requisites shall be completed within the six-month eligibility period prior to the expiration date of the current evaluation period to update that expiration date. (T-2).

5.5.3.2. Out-of-the-Eligibility Period. For periodic evaluations outside the eligibility period, all requisites shall be completed within a six-month period beginning with the

month in which the first ground requisite was administered. **Exception:** For extended evaluations, requisites may be completed between the beginning of the six-month eligibility period prior to the original expiration date and the extended expiration date.

5.5.3.3. Requisites valid for a failed evaluation per [Paragraph 5.5.3.1](#) or [5.5.3.2](#) remain valid, see [Paragraph 5.6.1](#)

5.5.3.4. Requisite completion dates from the Q-3 AF Form 8 shall not be annotated on the recheck AF Form 8. (T-2). The recheck AF Form 8 shall only include documentation of the flight phase evaluation. (T-2).

5.6. Failure to Pass a Flight Evaluation.

5.6.1. Recheck. If a SUAS-O fails a flight evaluation, a successful flight or ground recheck shall be completed by the end of the third month after the date of the first failure, e.g. for an evaluation on 20 Jun 14, complete the recheck by 30 Sep 14. (T-3). A recheck is successfully completed when the SUAS-O performs to Q criteria (Q or Q-/debriefed) for each area graded U. Group/CCs may approve waivers to the time limits in this paragraph on a case-by-case basis. Document such action with an MFR placed in the FEF. (T-2). Incorporate the information contained in the MFR onto the affected AF Form 8 under Remarks when action is complete, and remove the MFR from the FEF. (T-2). Memos for record become a permanent part of the FEF only when the major discrepancy addressed by the MFR is *not* addressed or corrected by a later AF Form 8. Every reasonable effort shall be made to requalify the individual. (T-2). Commanders shall determine the number of flights to be allowed during this period, based on the individual's experience level, present qualifications and hours of training required. (T-2). The SUAS-E that administered the original check shall not normally administer the recheck. (T3).

5.6.2. Status Downgrade. Downgrade a SUAS-O receiving a Q-3 QUAL/MSN evaluation to Unqualified. (T-2). For instructor evaluations, SUAS-O status need not be downgraded if the discrepancies were only in instructor areas.

5.6.3. Restrictions. Substandard performance in any area/subarea may require restrictions to ensure operational safety or mission accomplishment. When required by this instruction or deemed necessary in the judgment of the SUAS-E, flight restrictions shall be imposed on the examinee until successful completion of assigned additional training and/or a recheck. (T-2).

5.6.3.1. Restrictions should address the specific phase of flight and/or operation that requires supervision and the criteria for removal of the restrictions.

5.6.3.2. Specific restrictions and the criteria for their removal shall be documented as the first item of the AF Form 8 Remarks. (T-2). Restrictions associated with failed requisite examinations shall not be documented on the Form 8. (T-2).

5.6.3.3. Restrict a SUAS-O receiving a Q-3 on an evaluation until a successful evaluation is completed: (T-2).

5.6.3.3.1. QUAL evaluations. Place the examinee on supervised status in the SUAS in which the evaluation was administered, unless, in the opinion of the evaluator, the discrepancy is applicable to additional SUAS. For a multiple qualified SUAS-O, AFI 11-5MDS, Volume 2 may direct supervised status in all SUAS in which the individual maintains qualification.

5.6.3.3.2. MSN evaluations. Place the examinee on supervised status for mission tasks. The examinee may perform basic qualification tasks unless specifically restricted.

5.6.3.3.3. INSTR evaluations (or any evaluation instructor qualifications are being evaluated). Instructors receiving an unsatisfactory grade in any instructor area(s) will not perform instructor duties until a successful recheck is completed.

5.7. Supervised Status. If unsatisfactory performance requires the SUAS-O be placed on supervised status, the type of supervisor (i.e., instructor or designated supervisor) shall be determined by the unit commander (or equivalent) and as specified in AFI 11-5MDS, Volume 1. Supervision shall be accomplished by instructors or designated supervisors (as specified in AFI 11-5MDS, Volume 1) qualified in the specific SUAS.

5.8. Timing of SUAS-O Qualification Evaluations.

5.8.1. Required periodic evaluations expire on the last day of the month in the timeframe specified in AFI 11-5MDS, Volume 2. (T-2).

5.8.2. Schedule periodic evaluations within the eligibility period (six-month period prior to expiration date). (T-2).

5.8.3. If a periodic evaluation will expire within three months after the proposed departure for a PCS or during an upcoming TDY complete the required evaluation(s) before departing for either the PCS or the TDY. (T-2). Obtain a MAJCOM Stan/Eval waiver for unusual situations. (T-2).

5.8.4. Out-of-the-Eligibility Period. Periodic evaluations may be extended on a case-by case basis according to the criteria below.

5.8.4.1. Unit commanders may authorize individuals to complete periodic evaluations prior to the eligibility period. Document the circumstances IAW [Paragraph 7.7.2.2.2.1](#)

5.8.4.2. Extended Evaluations. Unit commanders may extend the expiration date of periodic evaluations up to three months for the reasons listed below. Document the extension IAW [Paragraph 7.7.2.2.2.2](#) Extensions will be on a case-by-case basis this paragraph is not authority to grant blanket extensions. Requisites not completed during the original eligibility period shall be completed prior to the extended expiration date.

5.8.4.2.1. Individuals departing Permanent Change of Station/Permanent Change of Assignment (PCS/PCA) to a non-SUAS-O assignment.

5.8.4.2.2. Individuals departing PCS or Temporary Duty (TDY) for retraining in another SUAS type.

5.8.4.2.3. Individuals undergoing unit SUAS conversion.

5.8.4.2.4. Individual removal from SUAS-O status (e.g. separation or retirement from the Service).

5.8.4.2.5. Individuals participating in contingency operations who are not able to complete the required flight evaluation(s) before or during deployment. This shall be on a case-by-case basis and is not authority to grant blanket extensions for scheduled operational deployments.

5.8.5. Failure to Complete an Evaluation within the Required Period. If a SUAS-O fails to complete an evaluation (either ground phase or flight phase) within the eligibility period, IAW [Paragraph 5.5.3.1](#) the SUAS-O loses the qualification covered by the evaluation and the restrictions of [Paragraph 5.6.3](#) apply. Qualification may be re-established by administering a requalification evaluation IAW [Paragraph 5.2.5.2](#). Group commanders may approve waivers to preclude the re-accomplishment of completed requisites to complete the evaluation on a case-by-case basis. Document such action with an MFR placed in the FEF. (T-2). Incorporate the information contained in the MFR onto the affected flight evaluation form under Remarks when action is complete, and remove the MFR from the FEF. (T-2). Memos for record become a permanent part of the FEF only when the major discrepancy addressed by the MFR is *not* addressed or corrected by a later flight evaluation form.

5.9. Commander-Directed Downgrade.

5.9.1. Purpose. Any commander in the SUAS-O's chain of command may direct a downgrade to an intermediate level of qualification/certification or unqualified/decertified status without administering an evaluation under the following guidance:

5.9.1.1. For flying-related cases, use for cause only, e.g., breach of flying discipline or flight safety, including incidents not observed by a SUAS-E, or observed by a SUAS-E of another crew specialty.

5.9.1.2. For non-flying-related cases, do not use as a substitution for, or in lieu of, administrative or judicial actions. (T-1). Use in cases where such actions directly affect the commander's confidence in the SUAS-O's flying or performance ability to safely operate the SUAS and/or equipment. (T-2).

5.9.1.3. For a Commander-Directed Downgrade AF Form 8, only the commander signs as the Final Approving Officer. See [Paragraph 7.4.1](#) (T-2).

5.10. Multiple Qualification. SUAS-Os may be required to maintain qualification in two or more distinctly different SUAS. Evaluation requirements shall be specified in the AFI 115MDS, Volume 2. **Exception:** AFMC shall define evaluation requirements for test operations.

5.10.1. Qualification/Mission Evaluations. SUAS-Os require a QUAL evaluation, and, if applicable, a MSN evaluation in each SUAS (MDS) in which they maintain qualification IAW the appropriate AFI 11-5MDS, Volume 2. (T-2).

5.10.2. Failure to Pass a Flight Evaluation. A downgrade resulting from a Q-3 in a QUAL/MSN evaluation applies only to the SUAS for which the evaluation was administered, unless, in the opinion of the evaluator, the discrepancy is applicable to additional SUAS.

5.11. SUAS-Os Flying Non-US Air Force SUAS or with Non-US Air Force Units. SUAS-Os authorized to perform duties using non-US Air Force SUAS, or assigned or attached to non-US Air Force units for SUAS operations shall comply with host service, contractor, manufacturer, or host country guidance, except for the requirement to maintain a current physical. (T-1). They do not necessarily comply with USAF guidance, including this volume and AFI 11-5MDS, Volume 2. Therefore, when they return to USAF units, they shall complete applicable requisites and be evaluated for any periodic USAF evaluations that expired during their tour. (T-2). The restrictions in [Paragraph 5.6.3](#) apply until successful evaluations are completed. **Notes:** 1.

MAJCOMs may approve exceptions to requirements for returning SUAS-Os to complete applicable requisites and expired USAF evaluations, if, after case-by-case review, they determine non-USAF evaluations are equivalent to applicable AFI 11-5MDS, Volume 2 evaluations. Document such action with an MFR placed in the FEF on top of the non-USAF flight evaluation form equivalent. (T-2). 2. Air Force units that use non-US Air Force SUAS to execute an Air Force flying program shall comply with current Air Force guidance, unless exempted by proper authority. (T-1).

5.12. Initial Cadre. SUAS-Os who are appointed by their MAJCOMs as initial cadre either for a new mission set requiring a QUAL or MSN qualification or for a new MDS where no SUAS-E currently exists. Procedures for initial cadre are defined in AFI 11-5MDS, Volume 2.

Chapter 6

SUAS-O EXAMINATION PROGRAM

6.1. Purpose. The SUAS-O examination program measures SUAS-O knowledge of normal and emergency procedures, threats, and other information essential for the safe and effective operation of their assigned UAS through the administration of written, computer-based or electronic examinations. Poor testing performance on examinations indicates areas requiring increased training emphasis.

6.2. Scope. The examination program in this chapter includes requisite examinations for periodic evaluations and unit periodic examinations. Requisite examinations include qualification written examinations and Boldface/CAPs examinations as described in [Paragraph 5.5.1](#). The ability to focus on specific knowledge areas is enhanced by the management of examination content and use of appropriate MQFs.

6.3. Administrative Procedures.

6.3.1. Program Documentation. Units shall describe the unit SUAS-O examination program in the unit supplement to this Instruction. (T-2).

6.3.2. Computer-Based or Electronic Examinations. Computer based or electronic information management tools may fulfill the requirement for examinations as outlined in this Instruction.

6.3.3. Retention of Examination Records. The Stan/Eval function shall retain graded exam answer sheets/computer records until the AF Form 8 is completed. (T-2).

6.3.4. Examination Question Review. The Stan/Eval function shall review all MQFs, secure question banks, and prepared exams for accuracy annually and after any changes in source documents. (T-2). If a complete review was accomplished due to a source document change it may be annotated as the annual review. Units shall document their procedures for reviewing and updating MQFs and preparing exams in their unit supplement to this instruction. (T-2).

6.4. Requisite Examinations. SUAS-Os shall complete written and Boldface/CAPs examinations (if applicable) as requisites for periodic QUAL evaluations (see [Paragraph 5.5.1](#)), and any other examinations required by AFI 11-5MDS, Volume 2. (T-2).

6.4.1. Requisite Examination Management. With the exception of written Boldface/CAPs examinations, maintain either requisite examinations for each SUAS position or generate a unique test for each SUAS-O requiring an exam.

6.4.1.1. If requisite examinations are maintained for each SUAS position:

6.4.1.1.1. Units are required to develop and control a minimum of two requisite examinations for each crew position.

6.4.1.1.2. Units having ten or fewer members per SUAS position require only one examination.

6.4.1.1.3. When different SUAS positions are responsible for the same information, units are not required to maintain separate examinations for each crew position.

6.4.1.1.4. Change a minimum of 50 percent of the questions on requisite examinations each calendar year.

6.4.1.2. If a unique test is generated for each SUAS-O requiring an exam:

6.4.1.2.1. Units may use MAJCOM-approved software for test creation.

6.4.1.2.2. Requisite exam databases shall contain a sufficient number of questions to ensure a probability of no more than 50 percent duplication of questions for each test generated. (T-2).

6.4.2. Examination Security. Stan/Eval personnel shall maintain positive control of all requisite exams, applicable answer sheets and associated computer based/electronic media. (T2).

6.4.3. Grading Policy for Examinations.

6.4.3.1. Minimum Passing Grade. The minimum passing grade for Boldface/CAPs exams is 100 percent. (T-2). The minimum passing grade for all other Stan/Eval requisite examinations is 85 percent. (T-2).

6.4.3.2. Requisite and Boldface/CAPs Examination Grading Restriction. Units shall grade all completed requisite and/or Boldface/CAPs exams prior to the SUAS-O's next flight. (T-2). Units shall describe how this restriction is enforced in the unit supplement to this instruction. (T-2).

6.4.4. Examination Question Sources.

6.4.4.1. Written Exam. (T-2). Exam shall consist of at least 25 questions. Questions shall come from MQFs. These questions shall emphasize system knowledge and information necessary for safe flight and mission accomplishment. A minimum of 5 questions shall be on airspace control measures and coordination procedures.

6.4.4.1.1. MAJCOMs shall ensure AFI 11-5MDS MQFs containing approved questions for testing are available for use and distributed to applicable SUAS-Os.

6.4.4.1.2. The highest level organization with a SUAS Stan/Eval function shall develop and maintain MQFs. (T-2). That organization shall submit these MQFs to MAJCOM/A3 for coordination with lead command. (T-2).

6.4.4.1.3. HQ AFSOC/A3V shall review MQFs annually and distribute changes to MQFs as necessary. Units may supplement MQFs to accommodate local testing procedures, administrative errors and reflect recent changes to systems and/or operational procedures; however, subject matter may not be changed.

6.4.5. Boldface/CAPs Requisite Examinations.

6.4.5.1. SUAS-O knowledge of applicable Boldface/CAPs shall be evaluated through a written examination as a requisite to all periodic QUAL evaluations. (T-2).

6.4.5.2. Satisfactory performance for the Boldface/CAPs examination requires writing the proper actions in the correct sequence, not necessarily a verbatim response. The SUAS-E shall assign a Boldface/CAPs grade (Q or U) on the flight evaluation form. (T-2).

6.4.6. Failure to Pass a Requisite Exam. An evaluation shall not be complete until all failed items have been successfully re-accomplished. (T-2).

6.4.6.1. Reexamination Policy. SUAS-Os failing a requisite examination at any time shall be afforded an adequate study period prior to reexamination. (T-2). For other than Boldface/CAPs, the SUAS-O shall be reevaluated using an alternate exam. (T-2).

6.4.6.2. Reexamination Period. SUAS-Os who fail a requisite examination shall complete a successful reexamination by the end of the third month following the date of the first failure, or the end of their eligibility period, whichever occurs first. (T-3). Waiver authority to extend the time allowed to successfully complete the examination is the group commander. Document such waivers with an MFR placed in the FEF of the affected individual. (T-2). Incorporate the information contained in the MFR onto the affected flight evaluation form under remarks when action is complete, and remove the MFR from the FEF. (T-2). MFRs become a permanent part of the FEF only when the Major discrepancy addressed by the MFR is *not* addressed or corrected by a later flight evaluation form.

6.4.6.3. Boldface/CAPs Reexamination Restriction. SUAS-Os failing a Boldface/CAPs exam shall not control a SUAS until a successful reexamination is accomplished. (T-2).

6.4.6.4. Supervised Status Requirement. Place SUAS-Os who fail a requisite open book or closed book examination in supervised status until successful retesting is completed. (T-2). For SUAS-Os who maintain multiple qualifications, supervised status resulting from failure of either an open or closed book examination applies only to the SUAS for which the examination was administered.

6.5. Unit Periodic Examinations (optional). Each group/unit Stan/Eval function may conduct periodic testing for all SUAS-Os. The intent of this testing is to evaluate additional knowledge beyond the scope of requisite exams, such as a cross-section of general knowledge, tactical/threat knowledge, and/or operational procedures, etc., to determine if knowledge deficiencies exist within the unit. This exam may be open or closed book, but shall not count as a requisite exam, nor shall a requisite exam satisfy the requirement for a periodic exam. (T-2). Units shall describe this program in the unit supplement to this Instruction, to include procedures for failed exams.

Chapter 7

DOCUMENTATION

7.1. Scope. Administration of the SUAS-O Standardization and Evaluation program requires accurate documentation. The qualifications and authorizations to which SUAS-O/I/Es are to be evaluated are determined by the unit certification document.

7.1.1. The results of an evaluation are recorded on AF Form 8 (see [Attachment 2](#)). The chronological history of evaluations for SUAS-Os is recorded on AF Form 942, *Record of Evaluation*. (T-2). **Exception:** AFMC may prescribe appropriate forms for test missions.

7.1.2. In all instances of documentation, use of electronic forms is authorized, to include use of electronic signatures. If an electronic form is used, the format required by the electronic form shall be used. In all instances, computer-generated forms must mirror AF forms as published on the USAF E-Publishing web site.

7.2. Qualifications and Certifications. Qualifications are attained through evaluations and documented on AF Form 8. (T-2). Certifications attained through methods other than evaluation (instructor-certified events and commander certifications) shall be documented on AF Form 4348, *USAF Aircrew Certifications* signed by an authorized official.

7.3. AF Form 8, Certificate of Aircrew Qualification.

7.3.1. Purpose. The AF Form 8 is the source document to record and verify SUAS-O qualification. (T-2). AF Form 8 certification is accomplished by four individuals: the SUAS-E, a Reviewing Officer, a Final Approving Officer and the examinee. (T-2).

7.3.2. General Data Entry. Use the following guidance when completing an AF Form 8. See [Attachment 2](#) for sample AF Form 8. (T-2).

7.3.2.1. For date fields in the AF Form 8 use a two-digit day, three-letter month and two-digit year format.

7.3.2.2. The “Eligibility Period” and “Expiration Date of Qualification” shall use a three-letter month and two-digit year format.

7.3.2.3. Except for the organization of the Comments block described in [Paragraph 7.3.7](#), sample AF Forms 8 are provided to demonstrate the content, not the format, of the data presented (see [Attachment 2](#)).

7.3.2.4. To facilitate the entry of data on the form, except where specifically noted otherwise, use upper and lower case letters.

7.3.2.5. Requirements for letter font, numbers of spaces for indentation and justification (right, left or centered) of data are not specified. MAJCOM supplements may direct specific format standards for such data entry.

7.3.3. Date Completed. (T-2).

7.3.3.1. Use the latest completion date (ground or flight phase) of the evaluation requisites or the additional training. Use this date on the AF Form 942, *Record of Evaluation* as well.

7.3.4. Examinee Identification.

7.3.4.1. Name, Rank (abbreviated or non-abbreviated rank format is acceptable) and last four of the Social Security Number (SSN).

7.3.4.2. Organization and Location. (T-2).

7.3.4.2.1. Enter unit designation and location where the examinee is assigned or attached for flying.

7.3.4.2.2. For FTU courses in which an evaluation is administered, the organization and location shall reflect the FTU organization/location.

7.3.4.3. Aircraft/Crew Position.

7.3.4.3.1. Enter the SUAS MDS (or name) and crew position in which the flight phase evaluation was given.

7.3.4.3.2. Enter the examinee's highest qualification reflecting the intention of the evaluation. **Note:** Evaluator is not a qualification, it is a certification, and should only be entered when the SUAS-E is receiving a SPOT SUAS Evaluator Objectivity evaluation IAW MAJCOM supplements.

7.3.4.4. Eligibility Period. (T-2).

7.3.4.4.1. Enter the 6-month period preceding the expiration date from the last similar periodic aircrew qualification evaluation (e.g., if the last MSN evaluation expires in Sep 13, enter Apr-Sep 13).

7.3.4.4.2. Enter N/A (not applicable) for initial periodic aircrew qualification evaluations, SPOT evaluations, and requalification (RQ) evaluations.

7.3.4.4.3. Dual entries are authorized for misaligned combined evaluations (e.g., if last QUAL evaluation expires Nov 13 and MSN evaluation expires Jan 14, enter "QUAL: Jun-Nov 13/MSN: Aug 13-Jan 14" for a QUAL/MSN evaluation).

7.3.4.4.4. For periodic evaluations where the evaluation expiration date of the previous evaluation is extended under the provisions of **Paragraph 5.2.6**, enter the 6-month period preceding the original expiration date. **Note:** Unit commanders extend only the expiration date, not the eligibility period.

7.3.5. Qualification. (T-2).

7.3.5.1. Ground Phase.

7.3.5.1.1. Examination/Check.

7.3.5.1.1.1. Make a separate entry for each ground requisite examination. Discrepancies shall be noted in the examiner's remarks.

7.3.5.1.1.2. If requisites exceed available lines, make combined entries or document additional requisite completion in the Comments section.

7.3.5.1.1.3. Annotate "Boldface" or "CAPS" as required by AFI 11-5MDS, Volume 2.

7.3.5.1.1.4. Annotate an EPE as 1, 2, or 3 regardless of whether all or a portion of

the EPE was performed in flight.

7.3.5.1.2. Date. In the date column, enter the date that the requisite is successfully completed. Enter the recheck EPE and/or reexam (test, Boldface/CAPS) date is a recheck and/or reexam was required.

7.3.5.1.3. Grade.

7.3.5.1.3.1. Enter failed examination score with successfully completed score as follows: 84/98.

7.3.5.1.3.2. Enter failed Boldface/CAPS with successful re-accomplishment as follows: U/ Q.

7.3.5.1.3.3. Separate Boldface/CAPS grades from other requisite examination grades when on the same line by enclosing them in parentheses as follows: 84/98 (U/Q).

7.3.5.1.3.4. Enter failed EPE grades with a successful recheck as follows: 3/1.

7.3.5.2. Flight Phase.

7.3.5.2.1. Mission/Check.

7.3.5.2.1.1. Use the following designations to describe the purpose of the evaluation(s): QUAL, MSN, INSTR, or SPOT.

7.3.5.2.1.2. Use the following prefixes, when applicable, to describe the type of evaluation: INIT, RQ, N/N and SIM. More than one prefix may be used to describe an evaluation.

7.3.5.2.1.2.1. The only annotations of INSTR used are INIT INSTR and RQ INSTR as described in paragraph 5.2.3.

7.3.5.2.1.2.2. INSTR will not be used for periodic evaluations as the AF Form 8 aircraft/crew position is already annotated with the instructor designation.

7.3.5.2.1.3. Make a single line entry to document the flight(s)/event(s) used to complete the evaluation.

7.3.5.2.1.4. Make multiple single line entries for each flight/event if two or more flights events are required and they are administered by either different SUAS-Es or on separate days. **Exception:** Where a single mission consists of multiple flights over one or more days with the same SUAS-E, a single line entry may be used.

7.3.5.2.2. Date.

7.3.5.2.2.1. Enter the date the flight/event was completed.

7.3.5.2.2.2. For evaluations where a single mission consists of multiple flights over one or more days, a single line entry with the inclusive dates of the flight(s) may be used (see [Paragraph 7.3.5.2.1.4](#)). Document this fact in the Mission Description portion of the Examiner's Remarks.

7.3.5.2.2.3. For evaluations conducted on missions consisting of a single flight spanning more than one day, a single line entry with the date the mission was

completed shall be used. Document this fact in the Mission Description portion of the Examiner's Remarks.

7.3.5.3. Qualification Level.

7.3.5.3.1. Place a "1" or "2" in the qualified block or a "3" in the unqualified block for the aircrew member's overall qualification level.

7.3.5.3.2. Combined evaluations (i.e., QUAL/MSN) require only one qualification level number if all parts of the evaluation were awarded the same qualification level grade.

7.3.5.3.3. If the qualification levels assigned parts of a combined evaluation vary, indicate the qualification level for each part separately (e.g., "QUAL: 1" and "MSN: 2" in the qualified block or "QUAL: 1" in the qualified block and "MSN: 3" in the unqualified block).

7.3.5.3.4. In the event of a ground recheck for a flight phase Q-3 evaluation, annotate the overall qualification grade on the AF Form 8 (and AF Form 942) as "3/1" in the qualified block (see [Paragraph 7.3.9](#)).

7.3.5.4. Expiration Date of Qualification.

7.3.5.4.1. For evaluations that establish a new eligibility period (i.e. QUAL, MSN), enter the month and year as directed in the AFI 11-5MDS, Volume 2.

7.3.5.4.2. For evaluations that do not establish a new eligibility period, enter "N/A".

7.3.5.4.3. Combined evaluations (i.e., QUAL/MSN) require only one date if all parts of the evaluation were successfully completed and "N/A" if all parts were assigned an unqualified grade.

7.3.5.4.4. For a combined evaluation where one component is successfully completed and one component is assigned an unqualified grade, indicate by assigning a new expiration date for those portions completed successfully, and "N/A" for those portions awarded an unqualified grade (e.g., QUAL 1 and MSN 3, then enter "QUAL-Jul 13" under Qualified and "MSN-N/A" under Unqualified).

7.3.5.5. Additional Training.

7.3.5.5.1. Due Date(s).

7.3.5.5.1.1. If required, enter a date not to exceed the last day of the third month following the event requiring additional training (e.g. 26 Jan 14 Flight Eval, 30 Apr 14 due date); otherwise, enter "N/A."

7.3.5.5.1.2. If more than one date is required, preface the due dates with EPE or FLT (Flight) as appropriate.

7.3.5.5.2. Date Additional Training Completed.

7.3.5.5.2.1. Enter the date(s) the examinee completed additional training, otherwise, enter "N/A."

7.3.5.5.2.2. If more than one date is required, preface the date completed with EPE or FLT, as appropriate.

7.3.5.5.3. Certifying Official.

7.3.5.5.3.1. The Certifying Official signing Section II of the AF Form 8 is responsible for certifying additional training was complete.

7.3.5.5.3.2. The instructor completing the additional training (or last training event if more than one) shall sign and date the Additional Training block in Section II of the AF Form 8.

7.3.5.6. Restrictions/Exceptionally Qualified/Commander-Directed Downgrade. Place an "X" in the appropriate block when comments are annotated in Section IV. Do not annotate for restrictions resulting from failed requisite examinations.

7.3.6. Certification.

7.3.6.1. Flight Examiner.

7.3.6.1.1. The SUAS-E signing Section III of the AF Form 8:

7.3.6.1.1.1. Is responsible for the content of the AF Form 8.

7.3.6.1.1.2. Shall always place an "X" in the remarks block and make comments in the comments block.

7.3.6.1.1.3. Shall be the first dated signature on Section III of the AF Form 8.

7.3.6.1.2. If two or more flights are required to complete an evaluation, the SUAS-E completing the evaluation shall sign Section III of the AF Form 8.

7.3.6.1.3. If more than one SUAS-E was involved in administering the in-flight portion of the evaluation, a SUAS-E other than the one signing Section III shall enter remarks in the Mission Description block of the AF Form 8 describing those parts of the flight evaluation they evaluated and sign a signature block immediately adjacent their remarks.

7.3.6.2. Reviewing and Final Approving Officers.

7.3.6.2.1. The Reviewing Officer shall review the content, the SUAS-E's overall assessment, ensure all required additional training was adequate to correct the noted deficiencies and is complete, and shall place an "X" in the "Concur" block indicating concurrence with the AF Form 8. If the Reviewing Officer does not agree with the overall rating, the overall grade shall not be changed. The Reviewing Officer shall place an "X" in the "Do Not Concur" block and shall comment in Section IV, Comments block. The Reviewing Officer shall sign and date the AF Form 8 after the SUAS-E, prior to the Final Approval Officer.

7.3.6.2.2. The Final Approval Officer shall review the content, the SUAS-E's overall assessment, ensure all required additional training was adequate to correct the noted deficiencies and is complete, and shall place an "X" in the "Concur" block indicating concurrence with the content on the AF Form 8. If the Final Approval Officer does not agree with the overall rating, the overall grade shall not be changed. Place an "X" in the "Do Not Concur" block and comment in Section IV, Comments block. The Final Approval Officer shall sign and date the AF Form 8 after the Reviewing Officer.

- 7.3.6.2.3. MAJCOMs shall specify the reviewing and final approving officers in the MAJCOM supplement to this instruction for evaluations other than formal course evaluations accomplished at an FTU. The same individual shall not sign as both the Reviewing Officer and Final Approving Officer in Section III of the AF Form 8.
- 7.3.6.2.4. For evaluations completed at formal course FTU locations, the reviewing and final approving officers shall be assigned to the FTU.
- 7.3.6.3. Organization Block Format. The format and content of data for the Organization block for the flight examiner, reviewing officer and final approving officer shall be as follows:
- 7.3.6.3.1. Flight examiner. Annotate unit or organization and office symbol of the SUAS-E that administered the evaluation (e.g., AFSOC/A3VU, 12AF/OV, ACC/A3TV).
- 7.3.6.3.2. Reviewing Officer and Final Approving Officer. For Reviewing Officer and Final Approving Officer annotate unit or organization and office symbol of the reviewing officer and final approving officer. (e.g. 23 STS/DO, 720 STG/CC).
- 7.3.6.4. Examinee. The examinee shall sign and date after the Final Approving Officer's signature in Section III of the AF Form 8 certifying that the examinee has been briefed and understands the action being taken. The examinee shall be the last dated signature on the AF Form 8.
- 7.3.7. Comments. Use the following headings in the space provided on the reverse side of the form, formatted head-to-foot. (T-2).
- 7.3.7.1. Restrictions (If required). Document each restriction by annotating the specific restriction, level of supervision required, and criteria for removal of the restriction.
- 7.3.7.2. Exceptionally Qualified Designation (Optional). Check "EXCEPTIONALLY QUALIFIED" in section II. Enter designation in all capital letters. Document the justification (e.g., areas of excellence) before Examiner's Remarks.
- 7.3.7.3. Examiner Remarks.
- 7.3.7.3.1. General. For evaluations requiring two or more flights, the mission description and each required subsequent paragraph/subparagraph shall be annotated with First Sortie, Second Sortie, etc., as applicable. First Sortie, Second Sortie, etc. entries on subsequent paragraphs/subparagraphs shall be annotated only if there are discrepancies or recommended additional training - otherwise annotate with "None" or omit as required. SUAS-Es other than the one signing Section III shall sign a signature block containing name, rank, unit and office symbol immediately adjacent their remarks under their Mission Description portion of the Examiner's Remarks.
- 7.3.7.3.2. Mission Description. Mission descriptions shall be of sufficient detail to verify that the significant required areas for the evaluation were accomplished. Comments addressing specific areas in which instructional ability was demonstrated are mandatory for all evaluations of instructors.
- 7.3.7.3.3. Discrepancies. Document discrepancies by annotating the grading area number, grading area title (followed by any subarea title in parenthesis), grade

awarded, annotation if discrepancy was debriefed and synopsis of discrepancy. Associate all ground phase (i.e. EPE, SIM, etc.) discrepancies under paragraph B. Discrepancies, 1. Ground, and all flight phase discrepancies under paragraph B. Discrepancies, 2. Flight.

7.3.7.3.4. Recommended Additional Training.

7.3.7.3.4.1. If discrepancies are documented in paragraph B and are not listed as Debriefed, annotate Paragraph C with recommended additional training.

7.3.7.3.4.2. Descriptions of assigned additional training will include how satisfactory knowledge or proficiency will be demonstrated to a SUAS-E or an SUAS-I.

7.3.7.3.4.3. If additional training items will not fit on the AF Form 8, at a minimum annotate the proficiency that will be required by the examinee prior to the recheck.

7.3.7.3.4.4. Flight and ground discrepancies will be listed separately. If there is no additional training, annotate paragraph C as, "Recommended Additional Training. None."

7.3.7.3.5. Additional Comments. Comments are restricted to significant information dealing with the evaluation not documented elsewhere. OPR/EPR-type comments or comments comparing the examinee to other individuals are prohibited.

7.3.7.3.5.1. If the flight phase grade differs from the overall qualification level awarded, the flight phase grade shall be entered in this paragraph.

7.3.7.3.5.2. If an alternate evaluation method is used to satisfy a part of the ground or flight phase requirements (unless always accomplished verbally, on the ground or in the Aircrew Training Device (ATD) according to the AFI 11-5MDS, Volume 2 grading criteria), in this paragraph enter area number, area title, reason not accomplished in the normal method, alternate evaluation method used and date.

7.3.7.3.5.3. If an individual received an overall Q-3, in this paragraph indicate whether the entire evaluation must be reaccomplished, or just specific grading areas/subareas.

7.3.7.3.5.4. If the recheck SUAS-E of a ground recheck is different than the initial SUAS-E, the recheck SUAS-E shall sign and date an appropriate statement under this paragraph.

7.3.7.3.5.5. Incorporate the information contained in any applicable MFRs (e.g. extension, waivers, etc.).

7.3.7.3.5.6. Document individual or group waivers applicable to the evaluation.

7.3.7.4. Reviewing Officer Remarks. The Reviewing Officer shall annotate their remarks following the Examiner's Remarks in the space provided, otherwise enter "None."

7.3.7.5. Final Approving Officer Remarks. The Final Approving Officer shall annotate their remarks following the Reviewing Officer Remarks in the space provided, otherwise enter "None."

7.3.7.6. Additional Reviews. (Optional) Additional reviews are at MAJCOM/unit discretion and shall be defined in the MAJCOM/unit supplement.

7.3.8. Temporary Evaluation Certification and Suspense. (T-2).

7.3.8.1. File a temporary evaluation certificate or a draft AF Form 8 in the aircrew member's FEF after all evaluation requirements are complete (i.e., all ground and flight requisites) as a temporary record of the flight evaluation results.

7.3.8.2. The temporary evaluation certificate or draft AF Form 8 shall include examinee, SUAS-E, type evaluation, qualification level, and date completed. List any discrepancies by area/subarea, any restrictions, any additional training and any additional training due dates.

7.3.8.3. The SUAS-E completing the evaluation shall sign and date the certificate.

7.3.8.4. Remove the temporary evaluation certificate when the permanent AF Form 8 is filed in the FEF.

7.3.8.5. File the completed AF Form 8 (all reviews/approvals accomplished) in the FEF not later than the end of the third month following the date completed on the AF Form 8.

7.3.9. Rechecks. (T-2).

7.3.9.1. Flight Rechecks.

7.3.9.1.1. Use a separate AF Form 8 from the Q3 AF Form 8 for all flight phase rechecks. (T-2).

7.3.9.1.2. The recheck AF Form 8 will only include documentation of the flight phase evaluation. Requisite completion dates from the Q3 AF Form 8 will not be annotated on the recheck form unless requisites were not completed or are required to complete the recheck.

7.3.9.1.3. If the flight recheck is completed prior to completion of required requisites, delay completion of the AF Form 8 until requisites are complete and enter the requisites on the recheck AF Form 8.

7.3.9.2. Ground Rechecks.

7.3.9.2.1. Ground rechecks are accomplished subsequent to the debriefing of an unqualified evaluation when the SUAS-E deems a flight recheck unnecessary.

7.3.9.2.2. The ground recheck shall be documented on the original AF Form 8 generated to document the Q-3 flight evaluation.

7.3.9.2.3. To document the ground recheck, follow instructions in **Paragraphs 7.3.3- 7.3.6**, except as noted below:

7.3.9.2.3.1. Date Completed. Use the latest completion date (ground phase or successful ground recheck) of the evaluation.

7.3.9.2.3.2. Flight Phase. Document the date of the ground recheck on a separate

line as “GROUND RECHECK” below the flight evaluation entry under Flight Phase.

7.3.9.2.3.3. Qualification Level. Annotate the overall qualification grade as “3/1” in the qualified block.

7.3.9.2.3.4. The SUAS-E that completed the flight evaluation shall sign the front of the AF Form 8. If the recheck SUAS-E is different than the initial SUAS-E, the recheck SUAS-E shall sign and date an appropriate statement in the Comments/Examiner’s Remarks.

7.4. Commander-Directed Downgrade. Except as described below, the AF Form 8 for a Commander-Directed Downgrade will be IAW [Paragraph 7.3](#)

7.4.1. Date Completed. Use the effective date of the downgrade. This is the date the commander initiated the downgrade action.

7.4.2. Section I. Examinee Identification.

7.4.2.1. Organization and Location. Complete Name, Rank, SSAN (last four), and organization and office symbol blocks.

7.4.2.2. SUAS/Crew Position. Enter the aircrew member’s downgraded SUAS and crew position. If the individual is downgraded to an unqualified status, enter the crew position to which he shall be re-qualified.

7.4.2.3. Eligibility Period. Enter “N/A” for the block.

7.4.3. Section II. Qualification.

7.4.3.1. Flight Phase. Enter the qualification(s) to be downgraded (i.e. QUAL/ MSN) with the date of the situation that caused the downgrade in the appropriate flight or ground phase blocks.

7.4.3.2. Qualification Level. If the individual is downgraded to an intermediate level of qualification, place a “2” in the Qualified block. If the crewmember is downgraded to an unqualified status, place a “3” in the Unqualified block.

7.4.3.2.1. Requalification evaluations following a commander directed downgrade are documented on a separate AF Form 8 IAW [Paragraph 7.3.9.1](#)

7.4.3.2.2. If the commander intends for the individual to regain qualification through a ground recheck, enter “3/1” (see [Paragraph 7.3.9.2](#))

7.4.3.3. Expiration Date of Qualification. Enter “N/A”.

7.4.3.4. Restriction(s) and Additional Training Due Date. If the downgrade is simply to a basic level of qualification, leave the box for Restriction(s) unmarked and enter “N/A” for Due Dates and “N/A” for Date Additional Training Completed. If the downgrade is to an unqualified status, place an “X” in the box for Restriction(s) and enter a Due Date as the last day of the third month from the effective date. Enter the date into the Date Additional Training Completed block when required training is complete. The Instructor completing the additional training (or last training event if more than one) shall sign and date the Certifying Official block in Section II.

7.4.3.5. Commander-Directed Downgrade Block. Place an "X" in the box.

7.4.4. Section III. Only the commander directing the downgrade and the individual concerned shall sign the AF Form 8. (T-2). Additional reviews are at the MAJCOM discretion.

7.4.4.1. Flight Examiner. Leave blank.

7.4.4.2. Reviewing Officer. Leave Blank.

7.4.4.3. Final Approving Officer. The commander directing the downgrade shall sign and place an "X" in the remarks block.

7.4.4.4. Examinee. The crewmember shall sign acknowledging the action being taken by the commander.

7.4.5. Section IV. Comments.

7.4.5.1. Non-flying cases. Provide a detailed narrative of the situation/event causing the individual to be downgraded to an intermediate level or to an unqualified status. If downgrade is "not for cause," state "Recommended Additional Training. None."

7.4.5.2. Flying cases.

7.4.5.2.1. If the downgrade is to an intermediate level of qualification, enter "COMMANDER'S REMARKS." Follow this by "A. Narrative," describing the reason for the downgrade. Include "for cause" in the reasoning statement. Identify discrepancies in paragraph B. Recommended Additional Training (optional) in paragraph C. Additional Comments may be included in paragraph D. If additional reviews are accomplished, annotate in remaining space or use continuation page.

7.4.5.2.2. If the downgrade is to an unqualified status, enter "RESTRICTIONS: COMMANDER-DIRECTED DOWNGRADE." Follow this by "A. Narrative," describing the reason for the commander-directed downgrade. Include "for cause" in the reasoning statement. Identify discrepancies in paragraph B. Recommend additional training in paragraph C, followed by the specific corrective action or training required prior to requalification, or enter "None." Additional Comments may be included in paragraph D. If additional reviews are accomplished, annotate in remaining space or use continuation page.

Table 7.1. Commander-Directed Downgrade (non-flying-related cases).

Commander-Directed Downgrade (non-flying-related cases)
RESTRICTION(s): Comments are mandatory.
COMMANDER'S REMARKS:
A. Narrative: Provide a detailed narrative of the situation/event causing the individual to be downgraded to an intermediate level or to an unqualified status by the commander. Include "for cause" in the reasoning statement.
B. Recommended Additional Training. If paragraph C is not used annotate "B. Recommended Additional Training. None."
C. Additional Comments.

Additional Reviews: <i>(Optional)</i>

Table 7.2. Commander-Directed Downgrade (flying-related cases, intermediate level of restriction).

Commander-DirectedDowngrade(flying-relatedcases,intermediatelevelof restriction)
COMMANDER'S REMARKS:
A. Narrative. Provide a detailed narrative of the situation/event causing the individual to be downgraded to an intermediate level or to an unqualified status by the commander. Include "for cause" in the reasoning statement.
B. Discrepancies. Document all discrepancies (Q- or U). Document discrepancies by annotating the grading area number, grading area title (followed by any subarea title in parenthesis), grade awarded, annotation if discrepancy was debriefed and synopsis of discrepancy.
1. Ground.
2. Flight.
<i>Use the following entries if required:</i>
C. Recommended Additional Training. Enter recommended additional training or "None."
1. Ground.
2. Flight.
D. Additional Comments. ...
Additional Reviews: <i>(Optional)</i>

7.5. AF Form 4348, USAF Aircrew Certifications.

7.5.1. The AF Form 4348 provides a record of SUAS-O certification. (see [Attachment 4](#)).

7.5.1.1. Maintain a separate AF Form 4348 in the FEF IAW AFI 11-5MDS, Volume 2 documenting certifications by assigned flying unit and MDS. (T-2).

7.5.1.2. Unit Stan/Eval shall document all initial, downgrade and re-certifications for aircrew assigned/attached to their flying unit to indicate a chronological history of certifications of SUAS-Os while assigned/attached to their flying unit.

7.5.1.3. During the initial review of individual FEFs review previous AF Form 4348 entries to determine all applicable certifications of the newly assigned/attached SUAS-O. Then, document applicable SUAS-O certifications accepted by the gaining unit commander on a new AF Form 4348.

7.5.1.4. The unit Stan/Eval Chief or other individual designated by the unit commander shall sign a one line entry below all other entries verifying that above certification transcriptions are accurate. (T-2).

7.5.1.5. Do not use AF Form 4348 to document one-time training/new equipment unless directed by MAJCOM.

7.5.1.6. Appropriate guidance that may require SUAS-O certification using AF Form 4348 include MAJCOM and/or unit supplements, AFI11-5MDS Volume 1, AFI11-5MDS Volume 3.

7.5.2. General Data Entry.

7.5.2.1. Complete individual identification block with last name, first name, middle initial, any titles (e.g., Jr. or II), last four of SSN, MDS and unit (assigned/attached for flying) organization/location.

7.5.2.2. Use one line for each certification.

7.5.2.3. Enter each certification in chronological order based on the date the action is completed.

7.5.2.4. For date fields in the AF Form 4348, use a two-digit day, three-letter month and two-digit year format, or as required for electronic forms.

7.5.3. Certification.

7.5.3.1. Enter each certification title on the top block on the AF Form 4348.

7.5.3.2. Enter the instructor's rank, name and organization who completed applicable training for the certified event below the event title of the Certified Event block for the MDS under which the certification is given.

7.5.3.3. Date Certified. Enter the effective date of certification.

7.5.3.4. For certifications attained as part of a FTU, the date shall match the date of the applicable AF Form 8, or enter the date of completion or graduation from FTU if no AF Form 8 is issued.

7.5.3.5. Certification Official/Organization. Group or unit commanders, or their designated representative, shall sign above their typed name, rank, organization and office symbol. (T-2).

7.5.3.6. The Certifying Official is the person authorized by governing directives to approve or certify a SUAS-O for a specific position or event.

7.5.3.7. If a certification is given with restrictions, state the restrictions on the AF Form 4348 in the Remarks block.

7.5.4. Decertification. Decertification events fall into two categories: Decertification for Cause (with prejudice) and Discretionary Decertification (without prejudice).

7.5.4.1. Decertification for Cause. Used for observed substandard performance.

7.5.4.1.1. This action is normally associated with Commander-Directed Downgrade, but also applies to commander-directed decertification of SUAS-Es (resulting from substandard performance).

7.5.4.1.2. To document Decertification for Cause, on the certification document line out the event, date and certifying official/organization/location; annotate “Decertification for Cause” under Subject Title; enter date of decertification under Date Certified; enter name, rank, organization, and office symbol and signature of decertifying official under Certification Official/Organization. (T-2).

7.5.4.2. Discretionary Decertification. An administrative action not based on performance.

7.5.4.2.1. Such decertification is warranted when loss of currency or certification occurs that shall not be regained IAW AFI 11-5MDS, Volume 1, when instructor-certified events become core mission events, or when a higher certification is obtained making the previous entry obsolete. Discretionary Decertification is also applicable for SUAS-Es as a result of reasons other than substandard performance.

7.5.4.2.2. To document Discretionary Decertification (T-2): on the certification document line out the event, date and certifying official/organization/location; annotate “Discretionary Decertification” under Subject Title; enter date of decertification under Date Certified; enter name, rank, organization and office symbol of the decertifying official under Certification Official/Organization. **Note:** For decertification due to loss of currency with no requirement for re-certification, the effective date of decertification shall be the date the SUAS-O went noncurrent.

7.5.4.2.3. For events that have changed in name only no action is necessary. If desired for clarity: line out the event, date and certifying official/organization/location; annotate “Renamed (new name)” under Subject Title.

7.5.4.2.4. For members who change SUAS type while assigned/attached to the same Stan/Eval organization, prepare a new certification document indicating the new SUAS type and transcribe all events which apply to the new SUAS type. (T-2).

7.5.5. Unit Supplement. Describe unit AF Form 4348 procedures/program. Include a list of certifications applicable to the unit with appropriate source documents and designated certifying officials. Annotate any designated representative the group or unit commander has authorized to sign the last line of an AF Form 4348 to signify transcription accuracy.

7.6. AF Form 942, *Record of Evaluation*. The AF Form 942 is an index providing pertinent information extracted from all the AF Forms 8 accomplished by the aircrew member. (T-2).

7.6.1. Data Entry. The sample AF Form 942 is provided to demonstrate the content, not the format, of the data presented (see [Attachment 3](#)).

7.6.1.1. To facilitate the entry of data on the form, except type of evaluation designations in capital letters, use upper and lower case letters.

7.6.1.2. Requirements for letter font, numbers of spaces for indentation and justification (right, left or centered) of data are not specified. MAJCOM supplements may direct specific format standards for such data entry.

7.6.1.3. A one-line entry is used for all evaluations with the exception of those on which the qualification levels awarded portions of a combined evaluation are not all the same.

7.6.1.4. For combined evaluations in which different qualification levels are awarded for any of the portions, a single line entry shall be made for each different qualification level awarded indicating which portions of the combined evaluation received that qualification level.

7.6.1.5. Use each AF Form 942 until it is filled or “Z” out any unused blocks. If using an electronic form that is not editable there is no need to “Z” out unused blocks.

7.6.2. Type ACFT/Crew Position. Enter SUAS MDS (or name if no MDS is assigned) used and crew position flown during the evaluation.

7.6.3. Type of Evaluation. Enter type of evaluation (or applicable portions of a combined evaluation in which different qualification levels were awarded to different portions - see [Paragraph 7.3.5.3.3](#)) as it appears in the Mission/Check area under Flight Phase of the subject AF Form 8. If the evaluation did not include a flight phase, enter type of evaluation as it appears in the Examination/Check area under Ground Phase of the subject AF Form 8.

7.6.4. Date Completed. Enter date from the Date Completed block of the subject AF Form 8 (i.e., the latest completion date of the evaluation ground and flight phase requisites or additional training).

7.6.5. Qualification Level. Enter the appropriate qualification level as it appears on the subject AF Form 8.

7.6.6. MAJCOM Change. A one-line, undated entry containing MAJCOM title shall be made for each change in the MAJCOM based on a PCS/PCA. Do annotate a change of MAJCOM if the individual received an evaluation from a SUAS-E in a different MAJCOM unless the individual is enrolled in a formal training program.

7.6.7. Computer-Generated AF Form 942. A computer generated AF Form 942 may be used as long as cumulative entries are retained. Computer-generated forms shall mirror AF forms as published on the Air Force e-Publishing web site.

7.7. Flight Evaluation Folders (FEF). The FEF contains the source documents that constitute the history of flying qualifications for each SUAS-O. FEFs will be maintained electronically in SUASMAN. Units also may keep hard copies of FEFs at their discretion.

7.7.1. Requirements.

7.7.1.1. Each SUAS-O shall have a FEF that includes all AF Forms 8, AF Forms 942, AF Forms 4348, and any additional MAJCOM and/or unit specified items. (T-2).

7.7.1.2. The FEF shall be maintained by a Stan/Eval functional office - normally in the unit to which the individual is assigned or attached for flying. (T-2).

7.7.1.3. HHQ assigned SUAS-Os may have their FEFs maintained by the Stan/Eval function of the unit to which they are attached for flying.

7.7.2. Contents. Divide the FEF into two sections:

7.7.2.1. Section I. This Section contains AF Forms 942, AF Forms 4348, and any items authorized by the MAJCOM and/or unit supplement. Section I may contain two sub-sections.

7.7.2.1.1. AF Forms 942 will be placed on top in chronological order with the most recent on top, followed by the AF Form 4348.

7.7.2.1.2. Any additional information as directed by MAJCOM and/or unit supplement will be placed under the AF Form 942 and 4348.

7.7.2.2. Section II. This Section contains AF Forms 8 and any related MFRs for all evaluations listed on the AF Form 942.

7.7.2.2.1. AF Forms 8. File AF Forms 8 in chronological order with the most recent on top. Individuals who maintain qualification in two or more MDSs or two or more crew positions in the same MDS will file AF Forms 8 in chronological order – without consideration of MDS or crew position.

7.7.2.2.2. MFRs.

7.7.2.2.2.1. MFRs documenting waivers, extensions, and/or unusual circumstances to potentially be included in an AF Form 8 are filed on top of the affected AF Form 8.

7.7.2.2.2.1.1. Incorporate the information contained in the MFR onto the applicable AF Form 8 under Examiner Remarks paragraph D, Additional Comments, when action is complete.

7.7.2.2.2.1.2. Once MFR information is incorporated onto the AF Form 8, remove the MFR from the FEF.

7.7.2.2.2.2. Expiration Date Extensions (see [Paragraph 5.8.4](#)).

7.7.2.2.2.2.1. On the expiration date extension MFR specify extension authority, the new expiration date, and a brief description of the extension. **Example:** If an evaluation was extended based on a MAJCOM waiver, an MFR shall remain in the FEF until such time as the next evaluation is completed. Comment on the waiver in the Remarks of the AF Form 8.

7.7.2.2.2.2.2. MFRs shall be dated prior to the expiration date of any affected periodic evaluation.

7.7.2.2.2.3. MFRs become a permanent part of the FEF only when a Major discrepancy addressed by the MFR is *not* addressed or corrected by a later Form 8 (see [Paragraph 7.7.5.1](#)) or an unusual circumstance cannot be documented any other way.

7.7.3. Hard-Copy Folders (if used).

7.7.3.1. Folders must be letter size, able to separate contents into two sections and constructed of heavy stock (recommend press board folder or equivalent).

7.7.3.2. Standard 2 ¾-inch metal fasteners may be used.

7.7.3.3. Affix a label bearing the individual's name and last four of SSN to the inside back cover so that the folder may be identified when filed. Include additional information on the label if required by MAJCOM and/or unit supplement.

7.7.3.4. Folders must bear the "For Official Use Only" label/stamp on both sides of the FEF.

7.7.4. Review of FEF. Document the procedures on how to accomplish an initial review and how to implement the periodic review of FEFs in MAJCOM and/or unit supplements.

7.7.4.1. Initial Review. The unit shall review the FEF for all newly assigned SUAS-Os to verify their qualification(s) (and certifications on AF Form 4348) prior to their first flight. (T-2).

7.7.4.1.1. The reviewing organization is responsible for establishing the qualification of the SUAS-O as determined from the latest applicable documentation in Sections I and II of the FEF.

7.7.4.1.2. Following the initial review, the unit maintaining the FEF is responsible only for documentation subsequently placed in the FEF.

7.7.4.1.3. If the FEF of HHQ assigned SUAS-Os is maintained by the Stan/Eval function at the unit to which they are attached to fly, the Stan/Eval function of that unit will also review the FEF prior to their first flight.

7.7.4.2. Posting Review.

7.7.4.2.1. The Stan/Eval function will review each AF Form 8 and AF Form 4348 when they are placed in the FEF to ensure accuracy and completeness.

7.7.4.2.2. The Form 8 review will confirm that the eligibility period and qualification as documented are correct, all required flight evaluation events and requisites were accomplished within the eligibility period and that all signatures and initials are obtained within the allotted time (see [Paragraph 7.3.8.4](#)).

7.7.4.2.3. The AF Form 4348 shall be reviewed for correct certification signature and to ensure all previous entries are accurate and accounted for. (T-2).

7.7.4.2.4. Document the posting review IAW unit or MAJCOM supplement.

7.7.4.3. Periodic Review.

7.7.4.3.1. The unit Stan/Eval function shall review all FEFs to confirm expiration dates reflected in SUASMAN to track required SUAS-O qualification evaluations are the same as those listed in the FEFs. Periodic review of FEFs for personnel in inactive status is not required.

7.7.4.3.2. The reviews shall be conducted annually. (T-2).

7.7.4.3.3. Document the FEF review in SUASMAN. (T-2).

7.7.5. Discrepancies. FEF Discrepancies include those of the AF Forms 8, AF Forms 4348, AF Form 942, and any MAJCOM-directed documentation.

7.7.5.1. Major Discrepancies. Discrepancies that affect the qualification of the affected SUAS-O.

7.7.5.1.1. Major discrepancies are documented on a permanent MFR filed in Section I or II immediately above the affected AF Forms 8 and/or AF Forms 4348, or in

chronological order for items other than those found on AF Forms 8 and/or AF Forms 4348.

7.7.5.1.2. MFRs documenting similar major discrepancies found on multiple AF Forms 8 will be filed on top of the latest affected AF Form 8.

7.7.5.2. Minor Discrepancies. Discrepancies that do not affect the qualification and/or certifications of the affected SUAS-O (e.g. typos, formatting and misspellings).

7.7.5.2.1. Minor discrepancies are documented on a non-permanent record as defined by the MAJCOM or unit supplement to this instruction and need not reside in the FEF.

7.7.5.3. Corrections.

7.7.5.3.1. AF Form 8. As a source document, the AF Form 8 (hard copy) may be corrected by use of white-out or pen and ink alteration of the original document provided the SUAS-E signing Section III of the form initials the correction. If the original SUAS-E is not available then document the discrepancy IAW paragraphs [7.7.5.1](#) or [7.7.5.2](#). For major discrepancies on electronic forms, reaccomplish the AF Form 8 and obtain electronic signatures of the original certifying SUAS-E, reviewing officer, final approving officer, and examinee. When the original SUAS-E is not available, the group or higher SUAS-E may correct minor discrepancies as prescribed in MAJCOM supplements.

7.7.5.3.2. AF Form 942. AF Forms 942 (hard copy), not being source documents, may be altered without restriction to reflect the assignment of the affected aircrew member and the contents of the FEF. Prepare a new AF Form 942 to correct discrepancies when using electronic forms.

7.7.5.3.3. AF Form 4348. AF Forms 4348 (hard copy) may be corrected by use of white-out or pen and ink alteration of the original document provided the certifying official signing that line of the AF Form 4348 initials the correction. For significant corrections that alter the certification's intent, make a new AF Form 4348 entry. Prepare a new AF Form 4348 to correct discrepancies when using electronic forms.

7.7.5.3.4. Electronic Corrections. If the system used to store the record does not allow corrections to be made, then document the discrepancy IAW paragraph [7.7.5.1](#) and/or [7.7.5.2](#).

7.7.6. Disposition of FEF.

7.7.6.1. Dispose of the SUAS-O FEF according to the Air Force Records Disposition Schedule (RDS) and Air Force guidance concerning the protection of Personally Identifiable Information.

7.7.6.2. Outdated certification documents and miscellaneous documentation identified during reviews will be returned to the SUAS-O prior to deletion from SUASMAN.

Chapter 8

ADDITIONAL PROGRAMS

8.1. Flight Crew Information File. Units shall establish and maintain a library consisting of a current SUAS read file and publications. (T-2). This library shall consist of a minimum of four volume as listed in Table 8.1. in either hardcopy or electronic format. (T-2). MAJCOMs shall specify the contents of Volume III, IV, and (optionally) V.

8.1.1. Required Volumes. Volume I is a table of contents for all volumes and current read file items, Volumes II through IV are made up of publications and SUAS flight manuals, and Volume V (optional) is reserved for flight safety information. If units choose hardcopy format and the contents of any volume exceed the capacity of its binder, use an additional binder and identify the first and subsequent binders by a letter of sequence (e.g., IIIA, IIIB). Label binders on the spine indicating Volume and Title as follows:

Table 8.1. Required Volumes.

VOLUME	TITLE
Volume I	Table of Contents/Current Read File
Volume II	Publications—Air Force Directives MAJCOM Supplements
Volume III	Publications—MAJCOM/NAF/Local Directives
Volume IV	SUAS Flight Manuals/Checklists/Crew Aids/Technical Orders
Volume V	Flight Safety Information (Optional)

8.1.2. Current Read File. Volume I consists of a minimum of two parts to include an Index (Part A) and Current Read Files (Parts B and C (**Note:** Part C is optional)). MAJCOMs may add additional components to Volume I as appropriate.

8.1.2.1. Part A is a table of contents listing all material contained in FCIF Volumes I through V.

8.1.2.2. Part B is the Current Read File of FCIF messages. Messages contain information temporary in nature, directly pertinent to the safe conduct of flight, and shall be read before flight.

8.1.2.3. Part C is the Current Read File that contains information temporary in nature but not related to the safe conduct of flight and not required to be read before flight.

8.1.2.4. The SUAS-E is responsible for ensuring pertinent items from SUASMAN are filed in the FCIF.

8.1.2.5. Refer to [Attachment 6](#) for a sample message format for use when issuing an FCIF item from a MAJCOM/NAF Stan/Eval organization.

8.1.3. Publications Library. (T-2). Volumes II through IV shall consist of a Flight Crew Information File (FCIF) Functional Publications Library according to MAJCOM directives.

8.1.3.1. All publications in the library shall be current and complete.

8.1.3.2. Units shall establish and maintain a table of contents for the publications library containing, as a minimum, a listing of basic publications numbers and short titles (see [Table 8.2](#)). Publication dates, supplements and changes are not required.

Table 8.2. Volume II Mandatory Publications.

PUBLICATION	TITLE
AFI 11-502, Vol 1	<i>Small Unmanned Aircraft Systems Training</i>
AFI 11-5GP1-SUAS, Volume 1	<i>UAS Group 1 Operator Training.</i>
AFI 11-502, Volume 2	<i>Small Unmanned Aircraft Systems Standardization/Evaluation Program</i>
AFI 11-5GP1-SUAS, Volume 2	<i>UAS Group 1 Operator Evaluation Criteria.</i>
AFI 11-502 Volume 3	<i>Small Unmanned Aircraft Systems Operations</i>
AFI 11-5GP1-SUAS, Volume 3	<i>UAS Group 1 Operations Procedures</i>

8.1.3.3. The FCIF index and library shall be filed IAW AFI 33-360, regardless of hardcopy or electronic format.

8.1.3.3.1. If any part of the FCIF library is maintained electronically and not specifically addressed above, units shall ensure the information is current and accessible for concurrent viewing by multiple SUAS-Os.

8.1.3.3.2. At a minimum, units shall maintain the required index and location of electronic files in the applicable binder in the FCIF library.

8.1.3.3.3. Documents shall be made available for deployments.

8.1.3.3.4. Procedures for maintaining, updating and backup to prevent loss or corruption of the electronic data shall be outlined in the unit supplement/addendum.

8.2. Flight-Related Special Interest Item (SII).

8.2.1. Flight-related SIIs are items of emphasis of existing procedure(s) designed to mitigate or eliminate specific risks or trends. SIIs do not add to or amend established procedures. SIIs shall be based on analysis of risks and trends from a variety of sources to include Safety Investigation Board (SIB) findings/recommendations, safety related incidences, trend analysis, deployed area of operations and potential problems with equipment/procedures.

8.2.2. SII(s) should normally be of limited duration (i.e. not to exceed 90 days) so as to maintain the focus. If the situation for which the SII was issued remains, consideration should be given to amending current procedures and issuing corrective action via a command message or FCIF.

8.2.3. SII(s) may be issued/rescinded from the HAF, MAJCOM, NAF or unit level.

8.2.4. MAJCOM/NAF SII(s) shall be issued to applicable unit Group Stan/Eval sections in a message format identifying the following elements: subject/title, unique DTG, UAS group-specific applicability, references (document, SIB, etc.) risk and trend details, specific emphasis actions to reduce/eliminate the risk or trend that is the SII topic, effective date of recession, and SME/POC for further information.

8.2.5. Units shall place all MAJCOM/NAF issued SIIs into the FCIF, Current Read File, Part B, for dissemination to crewmembers. (T-2).

8.2.6. All current flight-related UAS MDS-specific and CRM/ORM related SII(s) shall be briefed during flight briefings for the duration of the SII(s). (T-2). Flight-related SII(s) need only be briefed on those missions for which the SII is relevant.

8.2.7. Current MAJCOM/NAF and unit issued SII(s) shall be identified in Flight Crew Information Summary (FCIS) attachments. (T-2). Units that do not publish a FCIS shall maintain current SII(s) in Part B of their FCIF until rescinded. (T-2).

8.3. Go/No-Go Procedures. Units shall establish a positive control system that ensures SUAS-Os have completed all ground training and Stan/Eval items required for flight. (T-2). Units shall publish guidance in the unit supplement. (T-2). Consider both garrison and field duty locations.

8.3.1. As a minimum, the Go/No-Go system shall monitor:

8.3.1.1. AF Form 8 qualification.

8.3.1.2. Ground and flight currency items required for flight IAW AFI 11-502, Volume 1 and AFI 11-5MDS, Volume 1.

8.3.1.3. Examination items required for flight from this AFI and AFI 11-5MDS, Volume 2 and applicable supplements.

8.3.1.4. SUAS-O physical examination, IAW AFI 48-123, *Medical Examinations and Standards*.

8.3.1.5. Any SUAS-O Duty Not Involving Flying (DNIF) status.

8.3.1.6. Currency on all FCIF (FCIF Volume 1, Part B) items.

8.4. Supplementary Evaluations. Supplementary evaluations are administrative tools used by a commander to identify and evaluate implemented solutions to operational problems. These evaluations are most often administered as inspections (using specifically prepared checklists) where results are reported to the commander. The form and content of supplementary evaluations is at the discretion of the commander.

8.4.1. Supplementary evaluations are not SUAS-O qualification evaluations.

8.4.2. Commanders shall determine evaluated areas. (T-2). The Stan/Eval function shall determine the method of evaluation, is responsible for administrative management of data collection, and shall report results as directed by the commander. (T-2).

8.4.3. Individuals other than SUAS-Es, as determined by the Group/CC, may conduct supplementary evaluations. (T-3).

8.4.4. Supplementary evaluations may be administered in conjunction with a flight evaluation. If conducted during flight operations, supplementary evaluations should not be all encompassing, nor result in the assignment of an overall rating for any specific crew member, nor be documented on a flight evaluation form.

8.4.5. Supplementary evaluation results shall be documented in SEB minutes. (T-2).

8.5. Stan/Eval Board (SEB). Group commanders shall chair a semi-annual SEB. (T2). As a minimum, group and unit SUAS-Es shall attend. (T-2). [Attachment 5](#) identifies the format for

the SEB minutes. The group SUAS-E shall coordinate the schedule, agenda, and attendees for the semi-annual SEB. (T-2). The resulting SEB minutes shall be sent to the appropriate Group, MAJCOM and HQ AFSOC/A3OU no later than 30 days after the conclusion of the SEB. (T-2). Formal SEB requirements may be waived by the MAJCOM when unit tasking impacts the conduct of the unit's SEB. Notify HQ AFSOC/A3VU if an SEB will not be held at the required interval. (T-2). Groups shall consolidate unit SEB minutes to validate group-wide trends, if applicable. (T-2).

8.6. Trend Analysis Program. (T-2). Stan/Eval organizations at the group and unit level shall establish a Trends Analysis Program. Group and unit commanders are the final authority for establishing their unit's trends.

8.6.1. The group/unit shall establish specific trend analysis threshold percentages and procedures. The trend analysis program shall include an objective analysis of all SUAS-O evaluations, written examinations, and SUAS operations during exercises and contingencies. Group and unit Chief of Stan/Eval shall report both positive and negative trend data, recommend corrective actions, assign an OPR/OCR, and report the status to the SEB.

8.6.2. After identification of a trend, each unit shall provide increased training emphasis on that trend for at least two consecutive quarters.

8.6.3. The report information shall be included in the minutes and follow-up actions shall be addressed at the subsequent SEBs until the discrepancies are closed. The Chief of Stan/Eval shall maintain the trend analysis data for a minimum of one year.

8.6.3.1. For ground phase test consider the validity of the question, and the need for and/or appropriateness of increased emphasis in the question's subject area.

8.6.3.2. For flight phase evaluation, calculate the percentage of Q-1, Q-2 and Q-3 grades against the total number of evaluations given in the sub-area. Trends are not always identified by a threshold percentage, but may be determined by the commander's assessment as a potential weakness area.

8.6.3.3. For SUAS trends, calculate the percentage of loss-of-link (LOL), GPS signal loss, and specific damages against the total number of flight hours/sorties flown. Additionally compile and submit all mishap reports. Trends are not always identified by a threshold percentage, but may be determined by the commander's assessment as a potential weakness area.

TOD D. WOLTERS, Lt Gen, USAF
Deputy Chief of Staff, Operations

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 11-202, Volume 2, Aircrew Standardization / Evaluation Program, 13 Sep 2010

AFI 11-215, USAF Flight Manuals Programs (FMP), 22 December 2008

AFI 33-360, Publications and Forms Management, 25 September 2013

AFI 48-123, Medical Examinations and Standards, 5 November 2013

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD11-5, *Small Unmanned Aircraft Systems (SUAS) Rules, Procedures and Service*, 17 August 2009

AFPD 10-9, Lead Operating Command Weapon Systems Management, 8 Mar 2007

Prescribed Forms

No forms are prescribed by this publication.

Adopted Forms

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 623, *Individual Training Record Folder*

AF Form 847, *Recommendation for Change of Publication*

AF Form 942, *Record of Evaluation*

AF Form 4348, *USAF Aircrew Certifications*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFRC—Air Force Reserve Command

AFSOC—Air Force Special Operations Command

ANG—Air National Guard

ASEV—Aircrew Standardization/Evaluation Visit

ATD—Aircrew Training Device

BAQ—Basic Aircraft Qualified

BMC—Basic Mission Capable

DNIF—Duties Not Including Flying

DRU—Direct Reporting Unit

EPE—Emergency Procedures Evaluation
FCIF—Flight Crew Information File
FCIS—Flight Crew Information Summary
FEF—Flight Evaluation Folder
FMP—Flight Manuals Program
FTU—Formal Training Unit
GPS—Global Positioning System
IAW—In Accordance With
INIT INSTR—Initial Instructor
INSTR—Instructor
LOL—Loss of Link
MAJCOM—Major Command
MDS—Mission Design Series
MFR—Memorandum For Record
MQF—Master Question File
MR—Mission Ready
MSN—Mission
N/A—Not Applicable
NAF—Numbered Air Force
NGB—National Guard Bureau
N/N—No Notice
OCR—Office of Collateral Responsibility
OPR—Office of Primary Responsibility
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
Q—Qualified
QUAL—Qualification
RDS—Records Disposition Schedule
RQ—Requalification
SAV—Staff Assistance Visit
SEB—Standardization/Evaluation Board
SELO—Standardization/Evaluation Liaison Officer

SIB—Safety Investigation Board

SII—Special Interest Item

SIM—Simulator

STAN/EVAL—Standardization/Evaluation

SUAS—Small Unmanned Aircraft System

SUASMAN—Small Unmanned Aircraft Systems Manager

SUAS-E—Small Unmanned Aircraft System Evaluator

SUAS-I—Small Unmanned Aircraft System Instructor

SUAS-O—Small Unmanned Aircraft System Operator

TDY—Temporary Duty

U—Unqualified

UA—Unmanned Aircraft

UAS—Unmanned Aircraft System

USAF—United States Air Force

USAFA—United States Air Force Academy

Terms

Air Vehicle—See Unmanned Aircraft (UA).

Additional Training—Any training recommended by the SUAS-E to remedy deficiencies identified during an evaluation that must be completed by a specific due date. This training may include self-study, ground instruction, ATD, simulator or flying. Additional training must include demonstration of satisfactory knowledge or proficiency to SUAS-E, supervisor or instructor (as stipulated in the Additional Training description) to qualify as completed.

Certification—Procedure used to document competency in a particular task. It is not interchangeable with “qualification” which requires Form 8 documentation.

Debriefed Discrepancy—Remedial action taken by a SUAS-E to remedy a discrepancy noted during an in-flight or, if applicable, simulator evaluation (e.g. EPE conducted in the sim). This action is accomplished during debrief of the evaluation wherein the SUAS-E provides briefing/instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency to remedy said discrepancy. The discrepancy area/subarea description is annotated with “Debriefed” in the Examiner’s Remarks section of the AF Form 8 Comments.

Eligibility Period—The six-month period prior to the expiration date of an evaluation that includes the month in which the evaluation is due.

Emergency Procedures Evaluation (EPE)—A flight, sim or verbal evaluation used to evaluate emergency procedures and systems knowledge.

Flight Crew Information File (FCIF)—A collection of publications and material determined by the MAJCOM and unit as necessary for day-to-day operations.

Flight Evaluation Folder (FEF)—A two-part folder containing the source documents that constitute the history of flying qualifications (and certifications if the AF Form 4348 is used) of each aircrew member.

Ground Recheck—A procedure used by a SUAS-E to remedy an unqualified evaluation that does not entail in-flight or simulator demonstration on the part of the examinee.

Initial Evaluation—The first evaluation of any type for an MDS (e.g., INIT QUAL, INIT MSN, INIT INSTR).

Instructor Evaluation—An evaluation that initially and reestablishes instructor qualification of the examinee in an MDS (i.e., INIT INSTR and RQ INSTR) as directed in AFI11-5MDS Vol 1.

Master Question File (MQF)—Question bank used to construct closed book exams. Aircrew members have access to MQFs.

Mission Evaluation—Qualifies an aircrew member to employ the member's SUAS in accomplishing the unit's operational or DOC statement mission. Requires AF Form 8 documentation.

No-Notice Evaluation—An evaluation where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission.

Qualification Evaluation—Qualifies an aircrew member to perform the duties of a particular crew position in the specified aircraft. Requires AF Form 8 documentation.

Requalification Evaluation—An evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, loss of currency exceeding six months specified in applicable AFI11-5MDS Vol 1), a recheck following a failed evaluation or a commander directed downgrade. Requires AF Form 8 documentation.

Requisites—Requirements such as exams, EPEs, Boldface/CAPs, etc., that have to be accomplished before an evaluation is considered complete. Requires AF Form 8 documentation.

Recheck—A subsequent evaluation used to remedy a failed evaluation. Requires AF Form 8 documentation.

SPOT Evaluation—An evaluation not used to satisfy the requirements of a periodic, initial instructor or requalification instructor evaluation. May be No-Notice. Requires AF Form 8 documentation.

Stan/Eval Board (SEB)—A forum convened at the group level to review and resolve aircrew-related issues.

Stan/Eval Function—An organization at appropriate echelons of command that accomplishes the objectives of this instruction.

SUAS Evaluator (SUAS-E)—A SUAS crewmember designated to conduct evaluation duties as specified by this instruction. Evaluations include air vehicle operation, qualification, unit employment, visual flight, and crew performance.

SUAS Instructor (SUAS-I)—A SUAS crewmember who conducts training and assessments of SUAS-Os and SUAS unit trainers in designated SUAS and promotes safety among aircrew members. Training and assessments include air vehicle operation, qualification, unit employment, visual flight, and crew performance.

SUAS-O—An individual who has completed IQT in a specific SUAS.

SUASMAN—Small Unmanned Aircraft Systems Manager. A web-based application for tracking SUAS-O qualifications, flight logs, currency, training completion, and SUAS logistics.

Supervised Status—The status of a SUAS-O who must fly under the supervision of an instructor (as specified in the applicable AFI11-5MDS Vol 1) qualified in that specific aircrew position. The SUAS-E determines when supervision is required. The type of supervisor, i.e., instructor, is as specified in the applicable AFI11-5MDS Vol 1, or as determined by the unit commander.

Supplementary Evaluation Program—Administrative tools used by a commander to ensure standardization of operations and to identify and evaluate implemented solutions to operational problems.

Trend Program—Analysis designed to identify areas requiring attention, monitoring or correction.

Training mission—Missions flown for flight qualification, refresher, or proficiency/currency training; ATP requirements, and authorized training exercises.

Unmanned Aircraft (UA)—An aircraft or balloon that does not carry a human operator and is capable of flight under remote control or autonomous programming. (Joint Publication 3-52). Also called AV. A UA may be expendable or recoverable, carries a payload, is not operated for sport or hobby, and does not transport passengers or crew. For purposes of compliance with 14 CFR 1, subchapter A, part 1.1., UAs are to be considered “aircraft,” typically either an “airplane” or “rotorcraft,” as defined in 14 CFR 1, subchapter A, part 1.1. (FAA refers to these aircraft as remotely operated aircraft).

Unmanned Aircraft System (UAS)—That system whose components include the necessary equipment, network, and personnel to control an unmanned aircraft. (Joint Publication 3-52).

Attachment 2**AF FORM 8, *CERTIFICATE OF AIRCREW QUALIFICATION***

Figure A2.1. Sample AF Form 8 (Front).

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED 16 Nov 13	
I. EXAMINEE IDENTIFICATION						
NAME (Last, First, Middle Initial) Smith, John J.			RANK TSgt		SSAN XXX-XX-1234	
ORGANIZATION AND LOCATION 23 STS, Hurlburt Field, FL			ACFT/CREW POSITION RQ-20A / SUAS-O		ELIGIBILITY PERIOD Jun - Nov 13	
II. QUALIFICATION						
GROUND PHASE			FLIGHT PHASE			
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE	
QUAL Closed	11Nov13	98	QUAL		16Nov13	
Boldface	11Nov13	Q				
EPE	11Nov13	1				
QUALIFICATION LEVEL		ADDITIONAL TRAINING				
QUALIFIED 1	UNQUALIFIED	DUE DATE(S) N/A			DATE ADDITIONAL TRAINING COMPLETED N/A	
EXPIRATION DATE OF QUALIFICATION May 15		CERTIFYING OFFICIAL, RANK AND ORGANIZATION			SIGNATURE CLICK HERE TO SIGN	
<input type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)			<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)	
III. CERTIFICATION						
TYPED NAME AND GRADE		ORGANIZATION	CHECK			DATE
			QUALIFIED	REVIEWED	APPROVED	
1 FLIGHT EXAMINER Thomas J. Smith, Civ		AFSOC/A3VU	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17 Nov 13
2 REVIEWING OFFICER James C. King, Maj		23 STS/DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17 Nov 13
3 FINAL APPROVING OFFICER William M. Jones, LtCol		23 STS/CC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17 Nov 13
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE 18 Nov 13		TYPED NAME AND GRADE OF EXAMINEE John J. Smith, TSgt			SIGNATURE CLICK HERE TO SIGN	

Figure A2.2. Sample AF Form 8 (Back).

AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
<p>EXAMINER'S REMARKS:</p> <p>A. Mission Description. This QUAL flight evaluation was administered on day flight profile at NOLF Choctaw, FL. All areas/sub-areas were accomplished in a satisfactory manner. Examinee performed both Vehicle Operator and Mission Operator duties. The mission consisted of route and area reconnaissance of a named area of interest.</p> <p>B. Discrepancies. None.</p> <p>C. Recommended Additional Training. None.</p> <p>D. Additional Comments. None.</p> <p>Reviewing Officer's Remarks: None.</p> <p>Approving Officer's Remarks: None.</p>	
<p>PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 USC 8013; EO 9397</p> <p>PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification</p> <p>DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

AF FORM 8, 20061208 (REVERSE)

Attachment 3

AF FORM 942, *RECORD OF EVALUATION*

Figure A3.1. Sample Form 942.

[illegible]

AF FORM 4348, USAF AIRCREW CERTIFICATIONS

Figure A4.1. Sample AF Form 4348.

[illegible]

Attachment 5**STAN/EVAL BOARD (SEB) MINUTES**

A5.1. Note: The information below is an example of the minimum information a Board should address.

Figure A5.1. Sample SEB Minutes (Front).

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: (UNIT'S COMPLETE ADDRESS)

SUBJECT: STAN/EVAL BOARD MINUTES

1. Personnel Attending: (Name and organization)
2. Overview:
 - a. Manning. Enter Stan/Eval manning problems discussed or deviations from authorized manning. Record all current flight examiners including attached HHQ, Group and/or attached squadron flight examiners.
 - b. Summary.
 - (1) Evaluations. Report EPEs and flight evaluations by SUAS type and crew position (if applicable) and type of evaluation (QUAL, MSN, and INIT INSTR as outlined in the appropriate AFI 11-5MDS, Vol 2). Include SPOT and N/N evaluations when applicable. Show qualification levels, sub-levels, and rates (rate = number given divided by total given).
 - (a) Q-1s
 - (b) Q-2s
 - (c) Q-3s
 - (d) Total evaluations for each SUAS type.
 - (2) Examinations. Report examination results by crew position and type of examination (open book, closed book, and boldface/CAPs).
 - (3) Waivers and Extensions. Identify all waivers and extensions as identified in this AFI.
 - (4) Trends. Identify new, continuing and resolved trends. Where necessary, report corrective action as OPEN/CLOSED, the OPR(s) and any suspense date.
 - (5) Report progress toward achievement of no-notice requirements, if applicable.
 - c. Stan/Eval Program Inspections and Reviews (if applicable).
 - d. Aircrew Flight Publications. Review any open AF Forms 847.
 - e. Supplementary Evaluations. Report results of evaluations conducted at both Group and squadron level.

Figure A5.2. Sample SEB Minutes (Back).

3. Old Business. Enter the disposition of any items left open at the last Board meeting. If final action was taken on an item during the quarter, state the action taken and then close the item if closure is approved by the Board Chairman. If an item remains open, list the action taken since the last Board. Findings from formal Stan/Eval inspections will be addressed and covered until they are closed out.
4. New Business. Enter all new business discussed during the Board. The new business items are those included on the published agenda along with any unplanned items discussed.
5. Other: This is an optional paragraph that can be used as necessary.
6. Problems Requiring HHQ Assistance: Enter problems that, based Board resolution, require HHQ assistance. The assistance may be in any form (for example, staff assistance visit requests, clarification of directives, change of directives, etc.).

(SIGNATURE BLOCK)

Attachments:

1. Board Agenda
2. Flight Examiner Roster Reviewed
3. As required

Attachment 6

FLIGHT CREW INFORMATION FILE TEMPLATE

A6.1. Note: The information below is a template MAJCOMs may use when drafting an FCIF item.

Figure A6.1. Sample FCIF Template.

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: (UNIT'S COMPLETE ADDRESS)

SUBJECT: The Subject Line contains the FCIF number and title of the FCIF (if applicable).

1. Applicability paragraph. This paragraph lists the MAJCOMs that the FCIF item is applicable to, and those MAJCOMs for which the FCIF item is "for information only." It may also include applicable aircraft or units as necessary.
2. Directive paragraph. Use this paragraph to give direction to crews regarding procedures or guidance. This information shall be placed immediately following the applicability paragraph in order to ensure a consistent place for new procedures or guidance.
3. Amplification paragraph. This paragraph should focus on background information to the crews or any other amplifying data deemed necessary by the FCIF item author for crews to understand the impetus behind the FCIF item. The FCIF item should be limited to one or two pages in length. Additional supporting background documentation should be included in attachments or references.
 - a. Amplifying data may be organized into subparagraphs or follow-on paragraphs.
 - b. If follow-on paragraphs are used, ensure paragraphs are numbered correctly.
4. Administrative paragraph. Use this paragraph to show where the FCIF item is to be placed (Part B or C), and how for long the FCIF item is to remain in effect. Other items of an administrative nature may also be placed in this paragraph.
5. Receipt/POC paragraph. This paragraph directs units to acknowledge receipt of the FCIF item within a desired period of time, FCIF item POC(s), and the POC phone number and email address.